



# MOBILE PHONE POLICY AND PROCEDURES

Reviewed June 2023 by CSHUGHES August 2024 Aug25

We are committed to reviewing our policy and good practice annually.

Woodland Nurture's overarching priority is to keep all children safe at all times.

This Policy shall be applied during all activities that take place at Woodland Nurture.

This policy should be read in conjunction with the safeguarding policy.

## **Children and mobile phones:**

- In order to keep our participants and staff safe at all times, we do not permit children to bring mobile phones, ipads, tablets, laptops or any other types of screen or computer to the setting.
- This is primarily a safeguarding issue to protect children from unsuitable content and to prevent the risk of unauthorised photographs or materials being shared.
- In addition to this, we see the woods as an escape from modern technology. By bringing such items to the setting the child is providing themselves and others with an unnecessary distraction.
- If a child has a desire to contact their parents by telephone or text, they can do so on the Forest School Leader's personal phone.
- If a child does appear in the setting with a mobile phone we reserve the right to remove it from them for the duration of the session and will hand it over to the parent/carer who is collecting them at the end of the session.

## **Staff, Volunteers and Mobile Phones:**

- Given our remote location, large area and lack of office reception staff it is a requirement that staff have well-charged mobile phones on them at all times in case we have an emergency and need to contact emergency services.
- We are a small team and have a good level of trust and understanding and a very positive hard working ethos between us and it is perfectly acceptable for staff to take emergency calls and take or make necessary family calls on them.
- There are occasions throughout the day when it is inappropriate for staff to talk to each other over our walkie talkie system, in which case we need to use our phones to communicate. For example, if we are sharing sensitive information that should not be overheard.
- Any photographs taken on mobile phones must be deleted as soon as they have been used for evidence recording/forwarded to Claire Hughes.
- Children are never to have independent access to a mobile phone belonging to a staff member.
- Mobile phones will have a security password of at least 6 digits.

### **Work Phone:**

From September 2024, to safeguard staff's privacy, we will have a work phone that staff can use to call parents if they need to be contacted. Parents will be asked to put this number in their phones so that it is recognised and they answer it. This phone will be in addition to Claire's phone and will be kept by Kate Storey who will be responsible for keeping it charged and bringing it to the setting each day.