



Electronic Device and Mobile Phone Policy

Date Created: June 2025

Policy Statement

At A Touch of the Wild the safety, privacy, and wellbeing of our children is paramount. This policy sets out the expectations and procedures for the use of mobile phones and electronic devices in our setting, ensuring compliance with the Statutory Framework for the Early Years Foundation Stage (EYFS), Keeping Children Safe in Education (KCSIE), and GDPR legislation.

1. Work Mobile Phone (Setting Phone)

- The setting has one designated 'work phone', issued and monitored by the Kindergarten Manager.
- The work phone is used solely for work.
- Communicating with parents, carers, other staff, and trusted professionals.
- Taking photos/videos of children for educational documentation and learning journals (e.g., Tapestry), only where parental consent has been given.
- The work phone is secured with a passkey known only to staff members.
- The phone is stored securely on site during sessions and charged at the Manager's home during evenings.
- The phone is turned off between 5:00pm and 7:00am.
- Regular audits are carried out by the Manager to monitor appropriate use of the phone.

2. Use of Personal Mobile Phones (Staff)

- All personal mobile phones must be switched off or on silent and placed in the designated red Lock Box in the shed before any children arrive and throughout session time.
- Staff are not permitted to carry or use personal phones during working hours unless on a designated break off-site.
- During the 20-minute lunch break, staff may access their personal phones only if they leave the site (e.g., to go to the car park).
- Emergency contact can be made via the work phone or in-person by another staff member if required.

3. Parent Use of Mobile Phones and Smartwatches

- Parents are kindly asked to refrain from using their mobile phones or other personal devices with imaging and sharing capabilities while on site at Forest School, including during drop-off and pick-up times.
- This is to ensure all children are safeguarded and that handover periods remain focused, supportive opportunities for sharing important information about each child.
- Parents are also requested not to allow their child to wear or bring in any personal devices with imaging and sharing capabilities (e.g., smartwatches, mobile phones).
- This protects the children's safety, prevents potential safeguarding issues, and reduces the risk of personal items being lost or damaged.

4. Visitors' Use of Mobile Phones and Devices

- Visitors are not permitted to use mobile phones or other devices with imaging or sharing capabilities while on the premises.

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- Visitors will be asked to store their devices in a secure area, such as the nursery office, for the duration of their visit.
- This procedure is a vital part of our safeguarding policy and is communicated to all visitors upon arrival.

5. Photographs and Recordings

- Staff may use the work phone only to capture images and videos for educational purposes.
- Images and recordings will only be:
 - Stored temporarily on the device and uploaded securely to Tapestry or relevant learning platforms.
 - Shared in accordance with parental permissions, which are reviewed and updated annually or as changes arise.
 - No images will be stored permanently on the phone. Files will be deleted once uploaded securely.
- Photographs of children without explicit written consent will not be shared on social media, websites, or any public platform.

6. Safeguarding and Confidentiality

- Any breach of this policy will be treated as a serious safeguarding matter and may lead to disciplinary action in line with our Staff Conduct Policy.
- All staff, parents, and visitors are expected to follow this policy to maintain the integrity and safety of the setting.
- Concerns relating to the misuse of any device should be reported immediately to the Designated Safeguarding Lead (DSL).

7. Monitoring and Review

- The Manager is responsible for overseeing compliance with this policy and ensuring the secure and appropriate use of the work phone.
- This policy will be reviewed annually or as needed in response to changes in legislation or best practice guidance.

Date of Policy Implementation: August 2025

Date of Next Review: August 2026

Signed: Hannah Standen (Owner)

Reviewed by: Rachel Austen-Rigby (DSL)