



# MOBILE PHONES – USE IN EARLY YEARS SETTINGS

## Health, Safety & Wellbeing Guidance- Schools

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## SOUTH NORMANTON NURSERY SCHOOL

Adopted at the meeting of the Full Governing Body on **2<sup>nd</sup> December, 2025**

Minute Number

Chair of Governors

### Record of Policy Amendment / History

Version/ Issue	Date	Author	Reason for Change
1	23.01.20	PH	Updated Policy
2	05.03.23	MH	Amendments in yellow
3	13.11.25	DCC	DCC amendments in blue; nursery personalisation in yellow

## USE OF MOBILE PHONES WITHIN EARLY YEARS SETTINGS

### Background

Over recent years mobile phones have become increasingly popular and increasingly complicated. It is now unusual for an adult not to have a mobile phone and for this phone not to have a camera integrated into it. With this in mind the council has developed the following guidance on use of mobile phones in Early Years settings. This guidance should be implemented in all council run settings such as Children's Centres and Maintained Nurseries. It is recommended as good practice to all privately run Early Years settings.

### Concerns

There are two major concerns regarding staff having mobile phones on their person during work hours in Early Years settings; both of which have Safeguarding implications.

The first concern is the ability to take photos with a mobile phone which has a camera fitted outside any agreed protocol for taking photos in the establishment.

The second is that staff may be tempted to answer their phone whilst at work and that this could distract them from their supervisory duties.

There is also a concern that parents/carers/visitor to the centre also have the ability with such phones, to take photos of children in the establishment outside agreed protocols.

### Actions

(1) Establishments need to ensure that they have an agreed protocol for photographing children at the establishment and that this is communicated to all staff and parents/carers/visitors.

The policy for photographing children should state who is allowed to take photographs (amongst the staff) and for what purpose. Any photos taken should be for agreed uses and have a specific purpose. If photos of children are to be taken then parent/carer agreement must be sought and an appropriate consent form, signed by parents/carers should be in place. Photographs should only be taken on a designated establishment camera. Staff/Volunteers not authorised to take photographs must not take them under any circumstances. If parent/carers do not give their permission for photographs to be taken then under no circumstances must this happen.

At South Normanton Nursery School, photographs and video of children must only be taken with school devices (e.g. iPads, cameras). Parents complete an online consent

form to allow such imaging of their child on entry, including for use on Tapestry, and whether they permit images to appear on our website and in the press.

Staff, students and volunteers may take photographs on school devices, to be used with observations of children's learning or for display purposes within nursery (and possibly on the nursery website, and/or publications with parental consent). The purpose, type, suitability and distribution of images is detailed within the On-line Safety Policy.

It is understandable that parents/carers will want to take photographs of their children during events, plays etc. If this is to happen then the permission of the parents/carers of all the children involved in the event should be obtained prior to the performance or event.

At South Normanton Nursery School, we permit parental photography/filming at Leavers' Assemblies, these are controlled events. At these events, parents are requested not to put photographs onto the internet or social networks sites.

**(2)** Staff must not be allowed to use mobile phones whilst working with the children. All staff should be asked to sign to state they are aware of this rule and that they agree to abide by it. Establishments may wish to consider asking staff to leave their mobile phones in a safe location such as a staff room or turning their phones off whilst they are working with the pupils. Individual establishments can decide how best they will manage this situation either trusting staff to comply or asking staff to leave phones in a safe location or turning their phones off. Whichever way establishments choose to manage this, staff need to be made aware that if they breach rules and use their phones around young people they will be subject to disciplinary action.

At South Normanton Nursery School, staff are not to be allowed to use mobile phones whilst working with the children in the nursery setting. All staff will be asked to sign to state they are aware of this rule and that they agree to abide by it. Staff are asked to leave their mobile phones in a safe location such as the staff room or office. If staff use their phones around our young children it will be considered a breach of our rules and will be subject to disciplinary action. The only exception to this is that staff may carry their mobile phone on trips out of the setting in case of emergency or the need to contact school.

Establishments need to acknowledge that staff in emergency situations may need to make a call using their mobile phone. There should be an agreed location away from young people (e.g. office/staffroom) where staff can do this. Arrangements to maintain suitable supervision levels whilst this happens will need to be made.

At South Normanton Nursery School, staff may in emergency situations need to make a call using their mobile phone. In such circumstances, staff, students or volunteers can use the staffroom or office for this purpose, ensuring other staff within the area they are working are aware and suitable supervision levels whilst this happens are made.

Staff use their personal mobile phones to conduct parent consultations, where a parent has requested a call rather than a face to face meeting. Staff will hide their caller ID when such calls are made.

Mobile phones are also required to be used for two factor authentication to access some of the DCC systems (i.e., SAP) and our online banking facilities. The SBM will also carry her mobile phone with her during fire drills/evacuations as a method of accessing the pupil MIS (Arbor), if required.

Establishments should also communicate to parents/carers/visitors that the use of mobile phones in and about the premises when there are young people present is not allowed. This could be communicated by letter to regular establishment users and by the use of signs or notices.