

Current Policy Date: February 2026

Review: Every 3 years

Date of Next Review: February 2029



Mobile Phone & Smart Device Policy

Aim: To protect children from harm, minimise distractions for staff, and ensure a focused learning environment while respecting the communication needs of parents.

1. For Staff & Volunteers The safety of the children is our primary concern. Staff must be fully present and engaged while working with the children.

Personal Devices: Personal mobile phones must be kept in lockers or the staff room during working hours. They are not permitted in the classrooms, bathrooms, or outdoor play areas.

Usage Times: Staff may only use their personal devices during designated break times in "phone-permitted zones" (e.g., the staff room or off-premises). The headteacher and finance team often need to use their mobile phones for work related activity and this is permitted within their offices. Staff taking children offsite are permitted to take their mobile phone for emergencies.

Photography: Under no circumstances should a personal device be used to take photos or videos of children. Only school-issued tablets/cameras are permitted for observations and documentation.

Emergency Contact: If a staff member expects an urgent personal call, they should provide the school's landline number to the caller. The office will relay any urgent messages immediately. Mobile phones can be left with a member of the finance and admin team in exceptional circumstances.

Smartwatches: If worn, smartwatches must have "notifications" silenced and should not be used for messaging or calls while working with the children.

2. For Parents & Visitors We strive to create a "phone-free zone" to encourage meaningful interaction between parents and children during drop-off and pick-up.

The "Golden Rule": Please put your phone away before entering the nursery gates. We want your child's transition into and out of school to be supported by your full attention.

Photography/Video: To protect the privacy of all families, parents are strictly prohibited from taking photos or videos on school grounds. This includes during "stay and play" sessions or events such as Rhyme Challenge, unless otherwise specified by leadership.

Phone Calls: If you are on a call when you arrive, please finish the conversation outside the gates before entering the building.

Privacy: Parents must not post photos of other people's children or staff members on social media without explicit, written consent.

3. School - Owned Devices

Teachers and key workers will be assigned an iPad which should only be used for school related tasks, such as capturing observations for Tapestry.

Devices are password-protected and images are uploaded to secure, GDPR - compliant platforms.

Policy Violations

Note: Failure to adhere to the staff policy may result in disciplinary action. Visitors or parents who repeatedly ignore the policy may be asked to meet with the Headteacher to discuss safeguarding concerns.

Parent/Carer-Friendly version designed for a newsletter, flyer, or noticeboard.

Hello, Handshakes & Happy Faces!

Our Mobile-Free Zone

At Victoria Park Nursery School, we work hard to create a safe, magical space for your children to learn and grow. To help us do that, we have a "Pocket the Phone" policy for all adults on-site.

Why are we asking for your help?

Safety First: To protect the privacy of every child, we don't allow any unauthorised photos or videos on school grounds.

Connection: Drop-off and pick-up are big moments for your child! They love seeing your smile and sharing their day with you the moment they see you.

Focus: It helps our staff stay 100% focused on the children and allows for better communication with you.

Our Request to You:

Gate to Gate: Please finish all calls and put your phone away before entering the nursery gates.

Focus on the "Hi": Use pick-up time to hear about your child's adventures without distractions.

No Photos, Please: Even if your child is doing something adorable, please keep your phone in your pocket to respect the privacy of the other children in the background.

Staff Commitment: Our staff also follow strict rules. Their personal phones are kept in lockers throughout the day, so they can be fully present with your children.

Thank you for helping us keep our nursery a safe, communication friendly, and happy place !