



Mobile Phone Policy

Policy Statement

The purpose of this policy is to ensure a safe, secure, and focused environment for all children attending Pavilion (Pre School Aigburth) CIO. The use of mobile phones and other personal electronic devices can pose potential safeguarding risks and may distract from our activities. This policy outlines the expectations and procedures regarding mobile phone use for children, staff, and visitors.

1. Children's Use of Mobile Phones

- Children are not permitted to use mobile phones or personal electronic devices during the provision's hours.
- If a child brings a phone for use before or after the provision's hours, it must be switched off and stored securely in the designated box during opening times.
- The setting will not take responsibility for any loss or damage to personal devices brought to Pavilion.

2. Medical Use

We recognise that some children may need to have access to a mobile phone or other personal electronic device as part of their medical care. This may include, for example, a child with diabetes who uses a mobile phone to receive readings or alerts from a continuous glucose monitoring (CGM) device.

Where a child requires a mobile phone or personal device for medical purposes:

- The use of the device must be specifically agreed with the setting and documented within the child's individual healthcare plan, medical needs plan or other appropriate care documentation.



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- The device will only be used for the agreed medical purpose and should not be used for general communication, games, photography, social media or other non-medical activities while at the setting.
- Staff will work with parents/carers and, where appropriate, the child's healthcare professionals to understand how the device is used and what action should be taken in response to medical alerts or readings.
- Staff will follow the child's agreed medical care plan and any associated medication or emergency procedures.
- Where possible, the device should remain with the child or in an agreed, accessible location so that medical alerts can be received promptly.
- Parents/carers are responsible for ensuring that the device is sufficiently charged and functioning correctly and that any required apps, connectivity or monitoring equipment are maintained.
- The setting will take reasonable steps to protect the device from loss or damage but cannot accept responsibility for personal devices brought into the setting.
- Staff will respect the child's privacy and confidentiality when accessing or responding to information displayed on the device.
- Any photographs, recordings or other non-medical use of the device will be subject to the setting's usual rules regarding mobile phones, cameras and personal electronic devices.
- The use of the device will be reviewed if the child's medical needs change or if concerns arise regarding its use within the setting.

The setting will make reasonable adjustments to support children who require a personal device for medical purposes and will ensure that the use of such a device does not disadvantage or unnecessarily restrict the child's participation in activities.

Where a medical device is connected to a mobile phone, such as a continuous glucose monitoring system, the mobile phone will be treated as part of the child's agreed medical support rather than as a general personal mobile phone.



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3. Staff Use of Mobile Phones

- Staff are not permitted to use personal mobile phones in the presence of children unless it is an emergency. However, staff are permitted to carry their personal phone whilst collecting children from school and must only be used should the need to call a parent regarding collection arise.
- Personal phones should be kept on silent and stored away during working hours.
- Phones may only be used in the staff room or designated break area.

4. Visitor Use of Mobile Phones

- Visitors (including parents) are not allowed to use mobile phones in areas where children are present.
- If phone use is necessary, visitors must be directed to a private area away from children.

5. Photographs and Videos

- Mobile phones must not be used to take photographs or videos of children under any circumstances.
- Only Pavilion-owned devices may be used to take photos for documentation or promotional purposes, with proper consent.

6. Breaches of Policy

- If a child is found using a mobile phone, the phone will be confiscated and returned to the parent/guardian at pick-up.



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- Repeated breaches may result in further action in line with the provision's behavior policy.
- Staff in breach of this policy may face disciplinary action.

This policy was adopted in January 2025

It will be reviewed annually or as required

Last updated: 06.10.26

Signed by Chair of Trustees:

Signed by Operations Manager: