

Mobile Phone Policy

Corylus Collective fosters a 'culture of safety' in which the children and staff are protected from harm, abuse, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the company's mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

Staff use of mobile phones

Personal mobile phones belonging to members of staff are kept in the designated Staff Belongings area of the building (e.g. Conifers School pavilion - top shelf at back of main room) during working hours.

If a member of staff needs to make an urgent personal call they can use the directors mobile or make a personal call from their own mobile out of sight of children.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the director.

Under no circumstances may staff use their personal mobile phones to take photographs at the Corylus Collective events during working hours.

Children's use of mobile phones/smart watches

We understand that some children have mobile phones/smart watches and may for whatever reason need to bring them to an event. However, we will ask the child to handover their phone/smart watch to the staff member in charge to be placed in a safe place and to be returned to them at pick up time.

Corylus Collective does not accept any responsibility for loss or damage to mobile phones/smart watches brought in by the children.

Children must not use their mobile phone to take photographs of any kind whilst at an event. If they want a photograph of a particular activity they can ask a member of staff to take one using the company camera.

Visitors' use of mobile phones

In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices at Corylus Collective events. Taking of photographs by parents or visitors is **strictly prohibited**. If a parent would like to have a photograph of their child involved in an activity or at play, they can ask a member of staff to take one using the company camera.

Related policies

See also: **Safeguarding Children policy**.

This policy was adopted by: Coryus Collective	Date: Feb 2025
To be reviewed: Feb 2026	Signed: Hannah Corps

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*: *Safeguarding and Welfare requirements: Child Protection [3.4]*.