



NANPANTAN HALL
Nurture Centre

MOBILE PHONE
POLICY & PROCEDURE

MOBILE PHONE

POLICY & PROCEDURE – VERSION 1.1

POLICY REVIEW STATEMENT

This policy will be reviewed Annually or earlier should legislatively change or other event require it.

SIGNED:.....

POSITION: DIRECTOR

DATE: 2nd February 2026

REVIEW DATE: 21st August 2027

FOR & ON BEHALF OF SERENITY EDUCATION



Nanpantan Hall Nurture Centre

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Nanpantan Hall Nurture Centre

MOBILE PHONE POLICY & PORCDURE

1. Introduction and aims

At Nanpantan Hall Nurture Centre we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider Nurture Centre community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the Nurture Centre's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in Nurture Centre, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and volunteers & supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the Nurture Centre, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The responsible person for monitoring the policy is the head teacher every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phones for personal reasons in front of pupils throughout the Nurture Centre day.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the Nurture Centre) are not permitted to use their personal mobile phone, during contact time. Use of personal

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mobile phones must be restricted to non-contact time, and to areas of the Nurture Centre where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's Nurture Centre
- In the case of acutely ill dependents or family members

The directors will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, Nurture Centre staff can use the Nurture Centre office number **07871 632887** as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential Nurture Centre information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

More detailed guidance on data protection can be found in the Nurture Centre's Acceptable use of ICT policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/Nurture Centre trip/activity, this must be done using Nurture Centre equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

When out on trips and visit Nurture Centre staff are permitted to use their own mobile phones to keep in contact with each other and the Nurture Centre base. iPad and camera are to be used to take photographs of students.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the Nurture Centre office

4.5 Work phones

Some members of staff may be provided with a mobile phone by the Nurture Centre for work purposes.

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Only authorised staff are permitted to use Nurture Centre phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

4.6 Sanctions

Staff that fail to adhere to this policy will face disciplinary action. See the Nurture Centre's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the Nurture Centre Day. [non-statutory mobile phone guidance](#)

Pupils therefore do not have access to their mobile phones during the Nurture Centre Day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

- Phones to be handed in upon arrival and kept in the Nurture Centre office
- If mobile phones are not handed in and are found to be used, they will be banned from the nurture centre altogether.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the Nurture Centre chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

- If smart watches are used by students and not causing issues or disrupting their learning, they will be able to wear them to the Nurture Centre.
- Should the smart watch be able to receive calls, have apps or become a distraction to the students then parents will be asked to keep the smart watch at home

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers must adhere to this policy as it relates to staff if they are on the Nurture Centre site during the Nurture Centre Day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a Nurture Centre fairs Pupil progress or any productions), or of their own child without permission.
- Using any photographs or recordings for personal use only, **and not posting on social media without consent**
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at Nurture Centre.

Parents/carers or volunteers supervising Nurture Centre trips or residential visits must not:

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- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the Nurture Centre's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the Nurture Centre office as the first point of contact if they need to get in touch with their child during the Nurture Centre day. They must not try to contact their child on their personal mobile during the Nurture Centre day.

7. Loss, theft or damage

Pupils bringing mobile phones/smart watches to Nurture Centre must ensure that the phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The Nurture Centre accepts no responsibility for mobile phones that are lost, damaged or stolen on Nurture Centre premises or transport, during Nurture Centre visits or trips, or while pupils are travelling to and from Nurture Centre.

Confiscated phones will be stored in the main office

Lost phones should be returned to the main office The Nurture Centre will then attempt to contact the owner.

8. Monitoring and review

The Nurture Centre is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the Nurture Centre will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations