

University of Warwick Holiday Scheme

Mobile Phones policy

Purpose	The purpose of this policy is to ensure that mobile phones and other personal devices are used safely and appropriately within the Holiday Scheme . It aims to safeguard children, protect their privacy and maintain professional boundaries , while ensuring staff remain fully focused on the supervision, safety and wellbeing of the children in their care.
Review Frequency	Annually or if an incident occurs the policy must be reviewed immediately
Date approved	September 2026
Date of next review	September 2027

The named staff members (at least 2) responsible for the upkeep of the policy are:

Jo Warren, Nursery manager

Rachael Snell, Holiday Scheme Coordinator

We understand that mobile phones play an ever increasing part in everyday living. However, the misuse of mobile phones in the Holiday Scheme environment is a concern for parents and staff therefore this policy sets out the mandatory requirements for the use and storage of mobile phones by members of staff and parents.

Children attending the Holiday Scheme are not permitted to have mobile phones, iPads or laptops during their session.

It is not acceptable that mobile phones should be used to take and transfer any photographs of the children under any circumstances, nor is it acceptable that staff should be using mobile phones to make or receive phone calls while working directly with the children.

We are therefore imposing the following mandatory expectations on all members of **staff and agency staff except for the Scheme Managers**

- Mobile phones are not to be taken into Holiday Scheme rooms for any reason;

- Staff who need to make or receive emergency phone calls during their working hours (excluding lunch breaks) must inform a Scheme Manager and a suitable space will be arranged to receive the call;
- All mobile phones must be kept in personal bags/rucksacks and in a separate space away from the Holiday Scheme rooms. The University of Warwick Holiday Scheme accepts no liability for loss or damage to these items whilst on University premises;
- Mobile phones must not be used to take photographs of the children under any circumstances.

Parents are asked:

- Not to use their mobile phones to make or receive phone call while on Holiday Scheme premises;
- Not to use their mobile phones to take photographs of children, including their own child while on Holiday Scheme premises.

Any member of staff, student, agency staff or volunteer in breach of this policy will be subject of a disciplinary action.

Use of mobile phones when on outings or attending the forest school.

- The Holiday Scheme provides a mobile phone for the Holiday Scheme staff to use when taking children on an outing or to an outdoor space
- This phone is pre-programmed with the Holiday Scheme office number and the emergency call number which connects directly to the university's security team.
- The Holiday Scheme mobile phones will be used at the discretion of the Holiday Scheme Manager for logistical and emergency purposes only, and for the purpose of contacting parents, external visitors and the security team.
- The camera on the mobile phone may be used to gather evidence of the outing but no child should be identifiable on these images. These photographs must only be of the activities.
- Any member of staff violating these conditions will be disciplined under the gross misconduct clause of their contract.

Any member of staff witnessing another member of staff violating this policy must report the violation to the Holiday Scheme Coordinator in accordance with our safeguarding and professional abuse policies.