



Safeguarding children

1.24 Mobile phones and wearable devices: Policy and procedures

This policy refers to all electronic devices that can take pictures, record videos, send or receive calls and messages. This includes mobile phones, cameras, tablets and smartwatches.

Policy statement

To ensure the safety and welfare of the children in our care, the use of mobile phones and wearable devices are carefully controlled at all times.

The basic rules of thumb are:

- Personal devices are never used in the presence of children, either on the premises or outside the building on walks and outings.
- Nursery devices are only used with the express permission of the Manager and Owners and according to our strict usage policies.

Our rules and procedures on mobile phones and wearable devices for:

- Staff
 - Mobile phones and wearable devices must be switched off at the door before entering the nursery.
 - The device must be placed in the phone storage cabinet that will be kept in the classroom or office. You can only access your mobile at your break times.
 - Mobile phones and wearable devices can only be used on a designated break, and this must be away from the children i.e. in the kitchen or off the nursery premises.



- If a call needs to be made or received outside of break times (i.e. for an emergency) the office phone should be used. Staff need to ensure their families are aware of our number.
- If a mobile must be used for an emergency call, the call has to be made from the kitchen.
- Please do not use the nursery Wi-Fi at any time.
- A fitness device (that only counts steps, for example, and cannot be used to communicate) may be allowed with the express permission of the Manager.
- Parents
 - Parents should not use their mobile telephones whilst in the nursery. (We ask this to ensure the children are safeguarded and that drop off and pick up is a quality handover opportunity where we can properly share details about your child.)
 - We will ask any parents using their phone inside the nursery premises to finish the call or take the call outside.
 - Parents are asked not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and that their property is protected, as it may get damaged or misplaced at the nursery.
- Visitors
 - Visitors are not permitted to use their mobile phones or wearable devices whilst at nursery.
 - Devices should be left in a safe secure place such as the nursery office or in their car / van for the duration of the visit.

The nursery mobile phone on outings

- A nursery-supplied, unsmart mobile phone is used as a means of contact on nursery outings.
- This device doesn't have any social media or messaging apps on it.
- Nursery devices must only be used for nursery purposes.
- During outings, staff must only use mobile phones belonging to the nursery.
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use.
- Passwords and/or passcodes for nursery devices must not be shared with anyone who doesn't work at the nursery.

The nursery's social media posts

- Pictures for our social media posts are taken on a locked down iPhone – it cannot communicate with the outside world and doesn't run any apps.
- This device is only accessed by the Manager.
- Photos are transferred to the Manager's computer in the office.
- Passwords and/or passcodes for this devices are only know to the Manager.

Parental permissions for photographs and videos

- Photographs and video recordings play an important part in the life of the nursery.
- However, we ensure that any photographs or recordings (including CCTV) taken of children will not be used unless parental permission has been given.
- Permission for photos to be used in a child's learning journey, for display purposes, and for security in our CCTV is obtained when each child is registered and can be updated at any time.
- Permission for a child's image to appear in another child's learning journey is also obtained when a child joins us.
- Permission for other photographs and videos (including promotion materials, our website and social media streams) will be secured separately.
- Photographs and videos will not be taken in areas where intimate care routines are carried out.
- If a parent is not satisfied with one or more of these uses we will respect their wishes and find alternative ways of recording their child's play or learning.
- The Manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.
- Photographs or videos recorded on nursery devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.
- During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. We will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites or other platforms areas without permission from the parents of all the children included in the picture.

- Passwords and/or passcodes for nursery devices must not be shared with anyone who doesn't work at the nursery.

Photos for a child's learning journey

- We use locked-down iPads and iPhones to take photos of the children for their Learning Journals.
- These devices can not communicate with the outside world and only have one app installed – Family.
- These devices record photos directly to the child's Learning Journal.
- The Owners control access to these devices. Only the Owners can install / uninstall apps.
- Passwords and/or passcodes for nursery devices must not be shared with anyone who doesn't work at the nursery.

This policy should be used in conjunction with our 'Online safety policy' and our 'Acceptable internet use policy'.

This policy was reviewed on:

Review date	Name	Signature
September 2025	Lucy Chapman / Stuart Watt	