



## MOBILE PHONE, CAMERAS and DIGITAL DEVICES POLICY

### AIM

At Little Grange Nursery we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or other personal devices with imaging and sharing capabilities during working hours.

### MOBILE PHONES AND OTHER ELECTRONIC DEVICES WITH IMAGING AND SHARING CAPABILITIES

We use mobile phones supplied by the nursery only to provide a means of contact in certain circumstances, such as outing or to be able to contact the emergency services if needed at Forest School.

This policy should be used in conjunction with our Online safety policy including Acceptable Use policy, to ensure children are kept safe when using the nursery devices online.

Staff must adhere to the following:

- Mobile phones, or other personal devices with imaging and sharing capabilities are not accessed during working hours.
- Mobile phones, or other personal devices with imaging and sharing capabilities can only be used on a designated break and then this must be away from the children.
- Mobile phones, or other personal devices with imaging and sharing capabilities must be stored safely in the nursery office at all times during working hours.
- The use of nursery devices, such as tablets, must only be used for nursery purposes.
- The nursery devices will not have any social media or messaging apps on them, except those used by management for nursery purposes only.
- Any apps downloaded onto nursery devices must be done only by IT services. This will ensure only age and content appropriate apps are accessible to staff, or children using them.
- Passwords and/or passcodes for nursery devices must not be shared or written down and will be changed regularly.
- Only nursery owned devices will be used to take photographs or film videos.
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use.

### PARENTS MOBILE PHONES AND SMARTWATCHES

Parents are kindly asked to refrain from using their mobile telephones, or other personal devices with imaging and sharing capabilities, whilst in the nursery or when collecting or dropping off their children. We will ask any parents using their phone/device inside the nursery premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents spending prolonged visits such as settling ins will be asked to leave their phone in the nursery office.

There may be times during the year when the nursery will hold special events. During these times parents will be permitted to take photos of their own child. We ask that parents refrain from posting pictures on social media that contain other children's images.

Parents are requested not to allow their child to wear or bring in devices with imaging and sharing capabilities. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

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#### VISITORS' USE OF MOBILE PHONES OR OTHER PERSONAL DEVICES WITH IMAGING AND SHARING CAPABILITIES

Visitors are not permitted to use their mobile phones or other personal devices with imaging and sharing capabilities whilst at nursery and are asked to leave them in a safe secure place, such as the nursery office, for the duration of their visit.

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#### CHILDRENS IMAGES

At Little Grange Nursery we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on a regular basis to ensure that this permission is still valid.

We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child's learning journey, for display purposes, for promotion materials including our nursery website, brochure and the local press and the different social media platforms we use. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out.

If a parent is not satisfied about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own personal devices with imaging and sharing capabilities, e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the nursery.

The nursery 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 mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents and children are not permitted to use any personal devices with imaging and sharing capabilities on the nursery premises without the prior consent of the manager.

The nursery will provide the necessary devices to capture photos and videos of children in our care.

These images will then be shared appropriately dependent on the permissions given by parents via Family.

## FAMILY

At Little Grange Nursery we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We carry out routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the Whistleblowing policy if they observe staff breaching these safeguarding procedures.

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Person Responsible: Anna Biddlestone

Review: August 2025