

MOBILE PHONE, CAMERAS and DIGITAL DEVICES POLICY

AIM

Our employees are engaged to dedicate all their working hours to the care, development and education of the children, to work as a team with effectiveness and commitment, within a safe and secure environment for all of us at work. As technology becomes increasingly more essential in our day to day roles it is important to have clear guidelines for the use of technology and how we intend to keep children safe.

MOBILE PHONES

Little Grange Nursery values and respects children's rights to privacy and is committed to preventing the possibility of inappropriate images of children being taken and distributed.

The term, 'mobile phone and digital devices' in this policy denotes any mobile phone, tablet, portable storage device, smart watch (that has an inbuilt camera) and any other similar portable electronic devices where images can be taken, stored and shared electronically.

The use of personal mobile phones and digital devices in any play and care areas used by children, including toilets and nappy changing areas is strictly prohibited in line with the Safeguarding Policy.

The Nursery Manager is responsible for ensuring that:

- Staff, parents/carers and visitors are not allowed to use or have their mobile phones/digital devices out in the nursery setting. If they need to make a call they are to make it in the Manager's Office or outside of the building away from any children;
- Staff will keep their phones with their personal belongings in the Manager's Office, their lockers or another designated area; and
- The nursery will have a nursery mobile that will be used for nursery business and is not linked to any personal accounts. Mobile phones for Nursery use will remain in the Manager's Office for emergencies, walking or outings.

PARENTS MOBILE PHONES

Parents should be informed during the settling in sessions about our Mobile Phone Policy.

- During prolonged visits to the nursery parents may be asked to leave their phone in the office.
- Parents collecting or dropping off are also asked not to use their phone whilst in the nursery building and gardens and will be challenged by staff if they are in breach of this request.
- 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 responsible for informing the nursery, via Family, if they do not want their child's image to be used in any nursery social media posts or nursery promotional material.

SMART WATCHES

Generally speaking Smart Watches do not have the ability to take or store photos. These devices generally sync with a mobile device to activate these functions. Staff are able to wear these devices for the purpose of telling the time, but if they are then found to be using them, whilst working with children, to text, send messages, use apps and listen to voice messages they will be in breach of the Code of Conduct policy and may face disciplinary action.

CHILDRENS IMAGES

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.

These devices will stay on site and will be locked away at the end of the day.

Users are responsible for ensuring that images taken of children using the nursery equipment are suitable and appropriate.

All images and recordings must only be downloaded to company equipment and uploaded to nursery software or nursery run social media platforms ie Family and Facebook in line with parental permissions.

Staff should remain vigilant to breaches in this policy and are aware of their responsibilities under the Whistleblowing Policy.

Person Responsible: Anna Biddlestone

Review: March 2025