

Mobile Phone and Electronic Device Use Policy

Mobile phones and other electronic devices with imaging and sharing capabilities

At The Square Nursery School, 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.

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

Staff must adhere to the following:

- Mobile phones or personal devices with cameras and sharing functions must not be used during working hours while caring for children. They may only be used in the office, with management permission, and strictly for work-related purposes.
- 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 staff cupboard or office filing cabinet at all times during working hours
- Smartwatches can be worn by staff members looking after children. Ones that receive calls and messages are prohibited but ones that only have a capacity to count steps are allowed.
- 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 management. 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 of the children

Parent use of 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 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.

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 keep them in their bag or in a safe secure place such as the nursery office for the duration of their visit.

Photographs and videos

At The Square Nursery School, 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 journal, for display purposes, for promotion materials including our nursery website and the different social media platforms we use. We ensure that parents understand how their child's images maybe displayed in other children's photographs, but not as the primary person, that may be used in another child's learning journal. 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 management will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

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.

We ask that all parents ensure, any images they have containing other nursery children 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.

At The Square Nursery School we use tablets in the rooms to take photos of the children and record these directly on to our family sharing app. Parent permission will be obtained.

We carry out routine checks to ensure that all nursery devices are used in line with nursery policy and remind staff of the Safeguarding and Whistleblowing policy if they observe staff breaching these safeguarding procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
13 th September 2025	<i>Zoey Gordon</i>	September 2026

This policy has been read and understood by the following staff members:
