



Mobile Phone, Smart Watches and Electronic Device Use Policy

Mobile phones, Smart watches and other electronic devices with imaging and sharing capabilities

At Cats Whiskers Day 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 or visitors to use personal mobile phones or other personal devices with imaging and sharing capabilities during working hours, and smart watches are not to be worn at all.

We use mobile phones supplied by the nursery only to provide a means of contact in certain circumstances, such as outings.

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 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 staff lockers or the lockable drawer in the office at all times during working hours
- No personal device is allowed to be connected to the nursery Wi-Fi at any time
- When employees have an urgent need to have access to phone calls during the working day they can request that they are allowed to check their phone at regular intervals in the nursery office. They must have permission from the manager or deputy manager.
- 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
- During outings, staff must only use mobile phones belonging to the nursery
- Only nursery owned devices will be used to take photographs or film videos. These devices will only be used in the presence of other staff

- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use (** Exception see 'Authorised Remote Working' below*)
- Digital photographs and videos of children will be stored securely in a protected folder with restricted access in accordance with our Safeguarding children and child protection policy and data protection law. Hard copies of images will be stored in a locked container
- We will never store digital images of children on unencrypted portable equipment such as laptops, memory sticks and other digital devices
- Staff must delete images/videos from devices, or store them in agreed folders, once they have been used for their purpose. Managers will check image folders regularly.

General Rule – No Devices Taken Home

To protect children's data, images, and personal information, nursery-owned devices must not be removed from the premises by staff under any circumstances. This includes:

- **Nursery tablets**
- **Nursery mobile phones**
- **Laptops**
- **Cameras or recording devices**

Devices must remain securely stored on-site when not in use.

Management Exception – Authorised Remote Working The following exception applies only to designated leadership roles:

- Nursery Manager
- Nursery Administrator

These roles are permitted to take home nursery-owned laptops and nursery-owned mobile phones solely for:

- Remote administrative work
- Compliance tasks
- Communication required outside nursery hours
- Emergency operational duties

Conditions of the Exception

Authorised staff must follow all of the following:

- Devices must be used only for nursery business.
- Devices must be kept secure at home, with no shared access.
- Password protection and two-factor authentication must be enabled.
- No child images or videos may be stored on devices taken home.
- Any data downloaded for work must be stored in secure nursery systems, not personal storage.
- Loss or damage must be reported immediately.

No Other Exceptions

No other staff, volunteers, apprentices, or contractors may remove nursery-owned devices from the premises under any circumstances.

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, e.g. smart glasses, 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.

Photographs and videos

At Cats Whiskers Day Nursery we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings (including CCTV) taken of children in our nursery are only taken 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 for security in relation to CCTV and the different social media platforms we use. We ensure that parents understand that where their child is also in 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.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual

permission for each child before the event. This 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 without permission from the parents of all the children included in the picture.

Applicable for settings using online learning journals only

At Cats Whiskers Day 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 onto 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>12th August 26</i>	<i>F. Mullins</i>	<i>12.08.27</i>