Smithfield House
Children's Nursery

14 West Smithfield
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Mobile Phone and Electronic Device Use Policy

This policy refers to all electronic devices with imaging and sharing capabilities, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically capable of connecting us to the outside world. We will adapt the policy to include all devices we deem necessary to safeguard children.

Policies to be read in conjunction with to to ensure children are kept safe when using the nursery devices online:
Safeguarding children and Child Protection Policy
Acceptable internet use
Online safety

For clarification regarding:
Fitness watches: ones that receive calls and messages are prohibited, but ones that only have a capacity to count steps are allowed.
Mobile phones and other devices: that accept calls, messages and imaging and sharing capabilities are prohibited

Mobile phones and other electronic devices with imaging and sharing capabilities

At Smithfield House Children's 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.

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

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 pouches provided 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
- 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
- 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.
- 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
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use.

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

Photographs and videos

At Smithfield House Children's 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 done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this permission when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey (Famly); for display purposes; for use on our website and for security in relation to CCTV. 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 happy 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.

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. Please do not be offended if your request is refused, our priority is safeguarding everyone that uses our nursery.

During special events, e.g. Birthday 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.

Settings using Online Learning Journals only

At Smithfield House Children's Nursery, we use on line journals (with the Famly app **only** installed on nursery 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 that secure software ensures staff are unable to install any applications such as social media or messaging sites on to these devices.

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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
1st August 2026		Annually - unless changes to legislation