

## Use of Mobile Phones, Cameras and Other Personal Devices

### Introduction

Mobile phones, cameras and other personal devices such as tablets, smart watches, e-readers, electronic dictionaries, digital cameras and laptops are considered to be everyday items in today's society. Even children in early years settings may own and use online personal devices regularly.

We take steps to ensure that there are effective procedures in place to protect children in our care from the unacceptable use of mobile phones, cameras and other personal devices, in particular the taking of unauthorised photographs and videos.

Images stored on these devices are treated as personal data under the General Data Protection Act (GDPR) and the Data Protection Act 2018 (DPA). This policy also links with our Safeguarding and Child Protection policy.

### 1. Staff personal mobile phones

- a) On arrival, staff who work at the nursery must transfer their personal devices into a plastic pocket that will be stored in the designated secure area, usually the office or staff room.
- b) Staff are only permitted to use personal devices during designated breaks in the designated area. Where mobile phone reception is an issue, local arrangements may apply but these must be agreed in advance with the Nursery Manager.
- c) In the event of an emergency, personal devices may be used in the designated area with the permission of the Nursery Manager.
- d) It is the responsibility of staff to ensure that the telephone number of the nursery is known to immediate family and other people who need to contact them in an emergency.

### 1.2 Parents

- a) Parents are asked not to use their mobile phones and personal devices when collecting their child/children from nursery.
- b) It is the responsibility of staff to remind parents of this policy if they see parents using phones or devices when entering the nursery.
- c) Parents attending settling-in and observation sessions with their child must store their devices in the designated area.

### 1.3 Visitors

- a) Visitors are only permitted to use their mobile phones and other personal devices in the designated area. It is the responsibility of staff to make visitors aware of this policy.
- b) On arrival, visitors must transfer their personal devices into a plastic pocket, or be asked to leave bags containing their personal devices in the designated area.

### 1.4 Outings

Staff are not permitted to use personal devices on outings. Little Learners provides a works mobile phone for use on outings.



## 1.5 Signage

The Nursery Manager will ensure signage is displayed in appropriate areas at the nursery advising parents and visitors where the use of devices is permitted.

## 2. Cameras and videos

- a) Photographs or recordings of children may only be taken on equipment approved by Little Learners.
- b) Staff are not permitted to use personal cameras, video recorders or any other personal devices that can record photographs and moving images in the nursery.
- c) Photographs and recordings of children may only be taken for valid reasons e.g. to record learning and development, or for displays within the setting.
- d) Camera and video use is monitored by the Nursery Manager.
- e) Photographs and recordings are only taken of children if there is written permission to do so (the photograph/video consents can be found in the registration form).
- f) Photographs of children will only be used on social media, or on the Little Learners nursery website, if consent has been gained from parents.
- g) Parents/carers are permitted to take pictures or recordings of their own children at nursery events if they are for their own personal use. We will make parents aware that if they photograph or record other children it is illegal to sell or distribute any such recording without proper permission from the parents/carers of the children recorded. When hosting an event we will make it clear from the start that any images taken must be for private use only.

This policy meets the requirements of the Statutory Framework for the EYFS 1<sup>st</sup> September 2021.

Date policy last reviewed/updated	26 <sup>th</sup> September 2022	Reviewed by	Julia Ward, Head of Support Services
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