

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 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.

Any concerns regarding the misuse of mobile phones, cameras or personal devices must be reported immediately to the Nursery Manager or Designated Safeguarding Lead.

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

1. Staff Personal Mobile Phones and Devices

- a) On arrival, staff who work at the nursery must ensure personal devices are switched off or placed on silent and stored securely in the nursery office.
- 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) Smart watches with image capture, recording, messaging or internet capabilities must be treated as personal devices and may not be used in areas where children are present.
- d) In the event of an emergency, personal devices may be used in the designated area with the permission of the Nursery Manager.
- e) 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 Nursery-Issued Mobile Phones and Devices

- a) Nursery-issued mobile phones, tablets and other electronic devices may only be used for authorised nursery business.
- b) Devices used for observations, communications, social media management or marketing purposes must be password protected and used in accordance with the nursery's Data Protection, Safeguarding and Social Media policies.
- c) Photographs and videos of children may only be taken on nursery-approved devices and where appropriate parental consent has been obtained.
- d) Nursery devices must not be used for personal calls, messages, social media accounts or non-work-related purposes.
- e) Managers are responsible for ensuring nursery devices are stored securely when not in use.
- f) Access to nursery social media accounts must be restricted to authorised employees only and login details must be stored securely.



1.3 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.

1.4 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 ensure their personal devices are placed in the designated area, or be asked to leave bags containing their personal devices in the designated area.

1.5 Outings

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

1.6 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 may take photographs or recordings of their own child at nursery events for personal use only. Images must not be shared publicly or on social media if they include other children without appropriate consent. We will remind parents/carers that photographs or recordings may inadvertently include other children and should not be shared, published or distributed without the permission of the parents/carers of those children. When hosting an event, we will make it clear from the outset that any images taken must be for private use only.



This policy meets the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework effective from 1 September 2026.

Date policy last reviewed/updated	1 st September 2026	Reviewed by	Terri Noone - Interim Regional Nursery Manager Charlie Walton – Nursery Manager Jodie Richards – Nursery Manager
Date of next review/update	September 2027		