



Mobile Phone and Electronic Device

Mobile phones and other electronic devices with imaging and sharing capabilities.

At Little Adventurers Nurseries 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 I Pads supplied by the nursery for the sole purpose of taking and uploading photographs to the nursery parent Facebook groups. The devices have no other access to apps and they are not permitted for any staff personal use.

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 the staff cupboard located in the nursery office, at all times during working hours. Or mobile phones will be left in cars/off site.
- The use of nursery devices, such as tablets, must only be used for nursery purposes.
- 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 for nursery devices must not be shared.

- Only nursery owned devices will be used to take photographs or film videos.
- 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

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.

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 the different social media platforms we use. 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 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 areas without permission from the parents of all the children included in the picture.


During outings

During walks in the locality or on other local trips, the nursery mobile phone will be taken by the senior trip supervisor, for the sole purpose of contacting the nursery during an emergency situation. One of the other nursery I Pad might be taken for the sole purpose of taking photographs for learning journeys/ updates to parents.

On the rare occasions that trips are taken and the group will be split and separated into smaller subgroups for the majority of the trip, each group leader will be permitted to take a nursery mobile device to ensure that contact can be maintained between each group. This scenario will be closely risk assessed.

Whistle-blowing

Where a member of staff becomes aware of a colleague breaching this policy, they must report this breach to the manager on duty. Failure to whistle-blow will be deemed as misconduct and may result in disciplinary action. (In line with whistle blowing and disciplinary policies).

This Policy was adopted on:	Signed on behalf of Nursery:	Date to be reviewed:
01/10/2024	 A.Wood-Dobby	01/10/2025