



FAMILY TREE DAY NURSERY

North Cray Neighbourhood Centre, 1 Davis way, Sidcup, Kent DA14 5JR

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Mobile Phone and Electronic Device Use Policy

Mobile phones and other electronic devices with imaging and sharing capabilities

At Family Tree 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 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 or landline communication outages.

This policy should be used in conjunction with our Online safety policy, Acceptable internet use policy and Safeguarding Policy to ensure children are kept safe when staff are 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 in the designated staff room
- Mobile phones, or other personal devices with imaging and sharing capabilities must be stored safely in staff lockers or in the cabinet 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 the nursery mobile phone for the purposes of contacting parents or the setting itself if/when required.

- Only nursery owned devices will be used to take photographs or film videos both at the setting and on any outings. Staff must not take their personal mobile phone on any outing.
- Nursery devices will not be taken home with staff. At the end of each day, the tablets are switched off and returned to the main office where they will remain secure in a locked cabinet overnight.

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, including smart watches and/or 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 Family Tree 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 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 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 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 (nappy changing areas and .

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. Louise J is responsible for monitoring all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on nursery tablets are connected to a Google account, accessible in the office by Louise J. Photos older than 2 months are deleted at the end of each week by Louise, who also checks to ensure photos taken are appropriate and safe.

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. Parents are reminded that whilst they can take photographs of their child, they must ensure 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 other children included in the picture.

At Family Tree Day Nursery we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys on the Tapestry app. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on these devices.

Staff are NOT permitted to carry a nursery tablet device into any area where intimate care is undertaken, including any and ALL nappy changing areas and any children's toilets. Any member of staff who takes a tablet into one of these areas should be reported to management.

Management regularly check to ensure that messages via the Tapestry app are appropriate and remind staff of the Whistleblowing policy if they observe staff breaching any safeguarding procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>November 2025</i>	Louise J	<i>October 2026</i>