

Group Policy: Mobile Phone and Electronic Device Policy

Policy Header:	Mobile Phone and Electronic Device Policy
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Owner:	Ops, Quality, Nursery Manager
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1. Policy Statement

This policy refers to how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting. Providers may find it helpful to read '[Safeguarding children and protecting professionals in early years settings: online safety considerations](#)'.

Flower Pots Day Nurseries recognises the importance of safeguarding children and protecting their privacy. The use of mobile phones, smart watches, tablets, cameras, and other electronic devices with imaging, recording, or sharing capabilities is strictly controlled within the nursery.

Staff must only use authorised nursery devices for taking photographs, videos, or recordings of children for legitimate educational or operational purposes. Personal devices must not be used to photograph, record, store, or share images or information relating to children, families, or staff.

All images and recordings must be stored securely and managed in accordance with the nursery's safeguarding, data protection, and confidentiality procedures. Any misuse of electronic devices may be treated as a disciplinary matter and could result in further action where appropriate.

Flower Pots Day Nurseries is committed to ensuring that all electronic devices are used responsibly, professionally, and in a manner that safeguards the welfare and privacy of children at all times.

2. Statutory Framework

Working together to Safeguard Children 2026:

https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf

Early Years Foundation Stage (2025)

https://assets.publishing.service.gov.uk/media/68c024cb8c6d992f23edd79c/Early_years_foundation_stage_statutory_framework_-_for_group_and_school-based_providers.pdf

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

At Flower Pots 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 for children with a medical risk assessment.

Staff must adhere to the following:

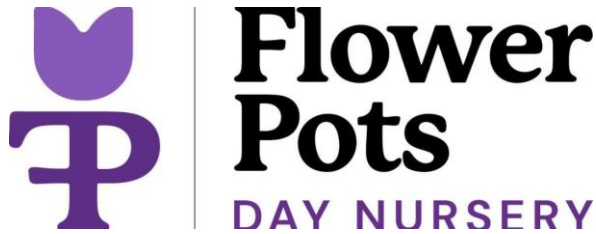
- Mobile phones, or other personal devices with imaging and sharing capabilities are not accessed during working hours, other than in designated zones which are: Office and Staff room.
- We operate a strict no smartwatch or smart glasses procedure, this is not permitted at any time in the nursery, unless medically excluded.
- iPad must not be in the staff room, if staff have access to mobile phones. This must be checked by management before this is permitted.
- No staff on DBS restriction, are to have any access to Family software or iPad access.
- Staff must use their own log in account only for Family, and no share access at any time.

- 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 staff lockers or storage box 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 iPad, must only be used for nursery purposes and have restricted access applied.
- 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 IT. 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.
- 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 and for the purpose of the Family app.
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use.
- 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.

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, e.g. 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 Flower Pots 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.

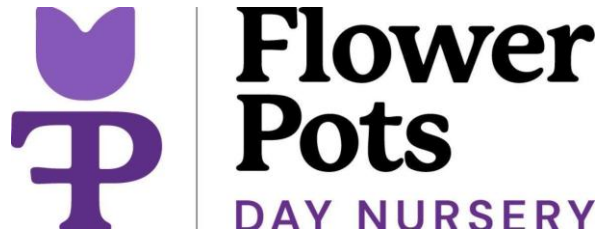
We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child's learning journey, for display purposes, for promotion materials including our nursery website, brochure and the local press and for security in relation to CCTV and the different 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.

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 without permission from the parents of all the children included in the picture.

Applicable for settings using online learning journals only (family)

At Flower Pots Day Nursery we use ipads 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 nurseries do not have the permissions to install applications such as social media or messaging sites on to these devices.

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.

Policy Authorised By: Gemma Kamali

Date: 24th June 2026