



Little Rays Pre School

Mobile Phone and Electronic Devices in the Nursery and at forest school

Purpose

Mobile phones and smart watches are a feature of modern society and with their increasing technological sophistication the mobile phone and camera presents several challenges in the nursery setting.

- The integration of cameras and recording devices into phones leading to potential child protection and data protection issues
- The potential to use the phone or camera, for example texting, whilst on silent mode.

The Manager's mobile phone is used for making calls and occasionally taking a photo for the childrens scrap books.

Management of Restrictions

In order to address these challenges Little Rays, operate the following criteria when/if mobile devices are in use in the setting.

- Mobile phones must not be used for any purpose (e.g. making calls, texting, surfing the internet, taking photos, checking the time, taking videos) on nursery premises wherever children are present. Staff are only permitted to use mobile phones
 - a) Off site during a scheduled break.
 - b) When on outings a member of the senior team must have a mobile phone for emergency purposes and in some instances (and with consent from parents) to document children's activities.
 - c) When collecting children from school the member of staff MUST take their mobile phone for use in case of emergency.
 - d) During forest school all staff must place their phones into the box in the shed. At times some of the group may split up to go on a walk or nature hunt. The senior staff must take their phones to ensure they are contactable in emergency or so they can make emergency calls or to contact the other group.
- Staff must keep their mobile phones in the locked box kept in the office (at forest school in the shed) and sign their phones in and out. If they do need to use their phone for personal calls staff need to make that call in their own time off the premises with no children present. If a member of staff breaches these rules it may lead to disciplinary action.



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- Parents and visitors are reminded that mobile phones must not be used for any purpose on nursery premises wherever children are present, including at forest school site too.
- When visitors sign into the setting or visit forest school they are reminded of our mobile phone policy and asked to turn off their phone, store it in the office area or leave it in their car if it is not required as part of their reason for being on the premises. Visitors must never be left to wander around the setting unsupervised.
- The staff team are asked to remain vigilant and if parents, visitors or other staff members are seen using mobile phones they should raise this immediately with the individual and ask them to stop using the phone. The manager must be informed.
- During group outings (including walks and Forest School) nominated senior staff members will have access to their own phones which is to be used for emergency purposes only.

All staff are required to carry a mobile phone whilst transporting the children. When we arrive at the forest school sites all mobile phones are to be given to the manager placed in the plastic box and locked in the forest school toolbox. The staff can only have access to their phones during an emergency and with the managers permission or during a break.

Mobile phone monitoring will be used to monitor staff phones. If requested by management staff must show management their camera roll and internet history.

- If inappropriate material is ever found on a staff member mobile phone then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow guidance of the LADO as to appropriate measures for the staff members dismissal.

Failure of staff members to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Emergencies

- If a member of staff needs to contact anyone in an emergency, then the Manager's phone can be used in agreement with the Duty Manager. Members of staff can be contacted using the Manager's phone. During forest school sessions and transporting children it is important if the group needs to separate that there is a point of contact. Staff members may be given their mobile phones in these situations by the manager, but they are only to be used for communication with the manager or emergency services.

Responsibility for Mobile Phones and electronic devices

- The company accepts no responsibility for theft, loss, damage or health effects (potential or actual) relating to mobile phones, cameras or watches. It is the responsibility of staff to ensure mobile phones are properly insured and kept safely.

Camera Policy



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Photographs taken for the purpose of recording a child or a group of children participating in activities and celebrating achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard children in our care. The nursery uses an iPad or dedicated camera for taking photos and the manager or senior staff may use their phone to take photos when it's not possible to use the iPad. All photos are airdropped to the iPad or laptop after each session if any photos have been taken via the Managers phone and then deleted from the photo album and deleted photos album to ensure no copy is kept on the device.

- Only designated nursery iPads are to be used to take any photo within the setting or on outings unless specifically authorised by the Manager.
- Images taken on the iPad must be deemed suitable without putting the child in any compromising positions that could cause embarrassment or distress.
 - Images of children without parental consent must have the recognisable facial features removed prior to any submission to a web site, advertisement or similar.
- Under no circumstances must the iPad be taken into the bathrooms without prior consultation with the Manager or lead staff member. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or lead staff member must be asked first, and the activity supervised.
- Failure of staff members to adhere to the contents of this policy will lead to disciplinary procedures being followed.

No watches must be worn that are able to take photos. Staff are advised to put smart watches on aeroplane mode whilst at work.

The right of parents to take photographs, videos or voice recordings

- Parents/Guardians are not covered by the Data Protection Act 1998 if they take photographs or make a video recording for their own private use. The Act will therefore not prevent parents from taking photographs or making video recordings of **their own children** within the setting environment, for example, during nativity plays.
- However, parents and guardians are reminded of our Mobile Phone and Camera Use policy within the nursery and asked to adhere to this policy.
- During the registration process parents and guardians are asked to confirm they have read and accept our policies and procedures.



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- Parents and guardians are permitted to take photographs and videos at special events, such as Nativity Plays and Sports Day. We request that parents keep them for personal use only and do not post these on social media as they may contain a child, who's parents wish for them not to appear online.
- Parents and guardians must not use cameras or other recording or electronic devices without the knowledge or approval from the Manager, such as approval given at Special Events.
- If a parent or guardian is observed using a mobile phone, camera or recording device without prior approval from the Manager, they will be asked to stop immediately, and it will be reported to the Manager to speak to the parent or guardian about the seriousness of child protection.

Use of smart watches are permitted as long as they have no camera and are kept on aeroplane mode whilst working.

Failure of staff members to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Linked Policies, REGULATIONS and Forms

Signage

Permission Consent Doc.

Safeguarding Policy

Social Media Policy

'No Mobile Phone Zone' poster

Legal Framework

Data Protection Act 1998 gdpr

Human Rights Act 1998

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Next review	16/1/24
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Reviewed	05/09/2025