Mobile Phone and Electronic Device Use

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes ***cameras, mobile telephones, tablets and any recording devices including smartwatches****. It also includes* ***Fit bits*** *- ones that receive calls and messages are not allowed but ones that only count steps are. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.*

Mobile phones and other electronic devices with imaging and sharing capabilities

At Millfield 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.

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 room at all times during the hours of your working day. Staff must not keep leaving the nursery during the working day to check phones – this must be done on designated breaks only.
- Only nursery owned devices will be used to take photographs or film videos – we have a nursery camera specifically for this purpose
- The use of nursery devices, such as laptops must only be used for nursery purposes
- The nursery devices will not have any social media or messaging apps on them
- 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/passcodes for nursery devices must not be shared or written down, and will be changed regularly
- Only nursery owned devises will be used to take photographs (nursery camera)
- Nursery devices will not be taken home with staff and will remain secure at the setting when not in use.
- Digital photographs of children will be stored securely in a protected folder with restricted access in accordance with our Safeguarding children and child protection policy and data protection law. Hard copies of images will be stored in children's busy bee books in a secure filing cabinet.
- We will never store digital images of children on unencrypted portable equipment such as memory sticks and other digital devices

Parents' and visitors' 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

At Millfield, 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 obtain this when each child is registered, and we 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 development records; for display purposes; for promotion materials including our nursery website, brochure and the local press; 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.

If a parent is not happy 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.

Parents and children are not permitted to use any personal devices with imaging and sharing capabilities, e.g. cameras, mobiles, tablets or smartwatches on the nursery premises without the prior consent of the manager.

Policy Reviewed
August 2026