

Mobile Phone and Electronic Device Use Policy



At Little Dragon's 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. This includes Smartwatches and Smart glasses.

A Smartwatch is a wearable electronic device resembling a traditional watch but with computer-like functionality. It extends the features of a smartphone, allowing users to view notifications, make calls, send messages and track fitness, often via a touchscreen interface, collects personal data through various sensors and some now have a camera function. The technology advances in Smartwatches makes it difficult to monitor and as such, Smartwatches and Smart glasses are not permitted at Little Dragon's Day Nursery

We use mobile phones supplied by the nursery only to provide a means of contact in certain circumstances, such as outings. On occasions where multiple groups are out at the same time, a senior member of staff will take their phone for emergency purposes.

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, SmartWatches, Smart Glasses and any other electronic devices are not accessed during working hours
- Mobile phones, SmartWatches, Smart Glasses and any other electronic device can only be used on a designated break and this must be away from the children
- Mobile phones, SmartWatches, Smart Glasses and any other electronic device must be stored safely 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
- During outings, staff must only use mobile phones belonging to the nursery unless multiple groups are out at the same time, in which case the most senior member of staff will take their mobile phone for emergency purposes only
- 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.

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Parents are requested not to allow their child to wear or bring in devices to nursery. 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, Smartwatches, Smart glasses and any other electronic personal device

Visitors are not permitted to use their mobile phones or other personal devices, e.g. Smartwatches and Smart Glasses, whilst at nursery and are asked to leave them in a safe secure place for the duration of their visit.

Photographs and videos

At Little Dragon's 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 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 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 on the nursery premises without the prior consent of the Nursery 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.

Online Learning Journey Platforms

At Little Dragon's Day Nursery, we use tablets 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 do not install applications such as social media or messaging sites on to these devices.

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We carry out routine checks to ensure that the Nursery devices are used in line with this policy and remind staff of the Whistleblowing Policy if they observe staff breaching these safeguarding procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2025</i>	Kate McLeod	<i>September 2026</i>