



Mobile Phone and Electronic Device Use Policy

At Walmer Bridge Day Nursery we practice a high level of safeguarding. To ensure effective safeguarding of our staff, children, visitors, and parents/families, we operate safer working practices in regard to use of mobile phones and other electronic devices. This policy should be used in conjunction with our nursery Online Safety policy, and Screen Time policy, to ensure staff and children are kept safe when using the nursery devices, and that electronic devices are used appropriately.

We do not allow our nursery staff to use their personal mobile phones or other personal devices with imaging and sharing capabilities during working hours. Staff are not permitted to take any photographs or video recordings of children on their own personal devices e.g. digital cameras, mobile phones, tablets/iPads, or smartwatches – staff must only use nursery devices to take photographs and videos of the children.

At Walmer Bridge Day Nursery we use iPads in the classrooms to take photographs and videos of the children. These are recorded in the child's electronic learning journey, which is shared with the child's parent(s) via the 'Seesaw' app. Each classroom has their own colour-coded iPad. We ensure that these iPad devices are used for professional work-related purposes only – we do not download or install applications such as social media or messaging sites onto these devices. In the event that an iPad is unavailable (e.g. is being repaired), nursery smart mobile phones are available for staff members to use – these should only be used in classrooms when it has been authorised by the nursery manager.

Nursery devices include, nursery iPads, nursery mobile phones, nursery laptops and computers. Game consoles and gaming devices are also available in the out of school club/holiday club provision. Hand-held gaming devices (i.e. Nintendo DS) must not be connected to the internet/Wi-fi, and children must always be supervised by a staff member when using devices, including gaming devices. Staff members should ensure that they teach the children the importance of online safety. When using nursery devices to support children's learning, staff members should follow our nursery's Screen Time policy.

Nursery devices are only permitted to be connected to nursery accounts, e.g. nursery iCloud, nursery email address, etc. to ensure that photographs and videos of the children are not shared or accessed by unauthorised persons. Nursery devices are protected by internet filtering, to ensure that staff and children are kept safe, not accessing inappropriate content, or put at risk of harm, when using the nursery devices – it is the responsibility of the nursery owner to ensure that internet filtering is in place via the internet provider.

When staff members are off the nursery site with the children e.g. trips/outings, school drop-offs/collections, they must ensure that they have a mobile phone with them, so they are contactable and have the means to contact the nursery, if needed. In cases of

lone working off-site i.e. during out of school club drop offs/collections (1:6 ratio), or when taking children to the toilet on a trip, the staff member should only use a nursery mobile phone, which does not have imaging capabilities (no camera), to safeguard the child(ren) and themselves.

To adhere to our nursery safer working practices, all staff members must adhere to all of the following:

- Mobile phones, or other personal devices (including smart watches) should not be accessed or used during working hours
- Staff mobile phones should be stored securely in the nursery office, in the staff members designated 'pouch' – the nursery manager is responsible for ensuring that all staff mobile phones are stored securely
- Staff members can use their mobile phone, or other personal devices on a designated break (i.e. their lunch break), but this must be away from the children i.e. in the staff room or office
- In the event that a staff member needs to use their mobile phone at any time other than on a designated break, this must be for a valid reason (e.g. in the event of a family emergency, or to contact medical professionals to arrange an authorised appointment) – this needs to be authorised by the nursery manager and must be away from the children i.e. in the staff room or office
- Personal devices such as laptops or iPads can be used to complete work-related tasks e.g. CPD/training courses or apprenticeship assignments, but this must be away from the children i.e. in the staff room or office
- Staff mobile phones are not permitted to be connected to the nursery Wi-Fi
- The nursery devices should not have any social media or messaging apps on them, except those used for nursery purposes only e.g. Seesaw and Parenta
- Any apps downloaded onto nursery devices must only be done by management. This will ensure only age and content appropriate apps are accessible to staff and children using them
- Passwords and/or passcodes for nursery devices must not be shared or written down
- Passwords and/or passcodes for nursery devices are only permitted to be changed by management – they will be changed, as necessary/as required
- Only nursery devices should be used to take photographs or film videos – staff members are responsible for checking parental permissions/consent in regard to taking and sharing photographs and videos of the children
- Nursery devices should not be taken home with staff and will remain secure at the nursery setting at all times
- Photographs or videos recorded on nursery devices should be deleted when no longer needed e.g. when they have been added to the child's learning journey, or when the child has left the nursery setting, in line with data protection requirements
- Any physical photographs of children (e.g. which have been used for display purposes), should be given to the child's parents or shredded – the shredder is stored in the nursery office
- Staff members must not be 'friends' with parents or children's family members on social media or privately message parents or children's family members – this ensures safeguarding procedures are followed. Exceptions may apply if the staff member was already 'friends' with a parent or child's family members, prior to the child attended Walmer Bridge Day Nursery

At Walmer Bridge Day Nursery, we recognise that photographs and video recordings play an important part in nursery life, as they can help us celebrate the successes and achievements of our children and provide a record of these. Upon enrolment, parents will be kindly asked to complete a photographic consent form. Staff must always ensure that any photographs or video 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, i.e. via the 'Seesaw' app (child's electronic learning journey). Parents reserve the right to decide whether photographs of their child are taken and how these may be used. Our nursery photographic consent form consists of 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, prospectus, nursery social media, and the local press e.g. local newspapers.

When uploading photographs of a specific child to their electronic learning journey, staff should ensure to blur or block/cover any visible faces of any other children. In cases of group photographs being uploaded, where multiple children's faces are visible e.g. from a group activity, staff must ensure that the photograph is shared with all their parents (via 'Seesaw'). We ensure that parents understand that where their child is in a group photograph, that they may be visible in another child's learning journey.

Photographs and videos must never be taken in areas where intimate care routines are carried out i.e. bathrooms/toilets or nappy changing areas, nor should nursery devices be taken into staff bathrooms/toilets.

If parents do not consent to photographs of their child being taken, we will respect their wishes. We will never exclude a child from an activity because we do not have consent to take their photograph. Where consent for photographs is not given, we will find alternative ways of recording the child's learning.


Parents are kindly asked to refrain from using their mobile phones, 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.

During special events, e.g. Christmas or 'graduation' parties, parents are kindly asked to refrain from using their mobile phones or other personal devices i.e. digital cameras or smart watches to take photographs of the children. During these special events, the nursery staff will take photographs, which will be shared with the parents safely via our 'Seesaw' app. This will ensure that the children are safeguarded, as well as ensuring that any photographs taken are in line with parental permissions, and that photographs and videos of the children are not shared or accessed by unauthorised persons.

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. In the case that a child does bring such a device into nursery, it should be placed in the nursery office and handed back to the child's parent upon collection at the end of their session.

Visitors are not permitted to use their personal mobile phones or other personal devices whilst at nursery and are kindly asked to leave them in the nursery office for the duration of their visit. There are designated mobile phone 'pouches' for visitors. Professionals visiting the nursery e.g. inclusion teachers, speech and language therapists, educational psychologists, apprentice tutors, Ofsted inspectors etc. are permitted to use their work devices (e.g. laptop), so long as they do not have imaging and sharing capabilities i.e. a camera.

The nursery manager reserves the right to carry out routine checks on nursery devices to ensure that safer working practices are being adhered to. Checks may include; checking that no inappropriate apps have been downloaded/installed, including social media, checking photographs and videos of children appropriate and not explicit, checking that photographs and/or videos are not being shared with unauthorised persons i.e. ensuring that emails and text messages (where applicable) have not been sent from these devices. Staff are reminded to follow our nursery's Whistleblowing policy if they observe staff breaching safeguarding procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
6 th June 2025		June 2026