

Mobile Phone, Smart Devices, Cameras, Wearable Technology and Electronic Device Use Policy

This policy outlines how mobile phones, smartwatches (including Apple Watches), cameras and any electronic devices with imaging, recording, internet or communication capabilities are used within the setting.

The policy should be read alongside our Safeguarding and Child Protection Policy, Online Safety Policy, Acceptable Use of Technology Policy and Data Protection Policy.

Statement of Intent

At The Orchard Day Nursery Kingston, the safety and welfare of children is our highest priority. We are committed to creating a safe environment where staff are fully focused on the care, supervision and education of children at all times.

Personal electronic devices can present safeguarding, confidentiality and distraction risks. To minimise these risks, strict procedures are in place regarding the use of all personal devices capable of recording, photographing, communicating or accessing the internet.

For the purpose of this policy, "personal electronic devices" include, but are not limited to:

- Mobile phones
- Smartphones
- Apple Watches and all smartwatches
- Smart glasses
- Tablets
- Cameras
- Fitness watches or trackers with messaging, camera, internet or recording functions
- E-readers with internet capability
- Any wearable or AI-enabled device capable of recording images, sound or transmitting information.
- Any headphones, ear pieces or airpods

Staff Use of Mobile Phones and Smart Devices

Staff must not use personal mobile phones or personal electronic devices whilst working directly with children.

Staff must adhere to the following procedures:

- Personal mobile phones, Apple Watches, smartwatches and any personal electronic devices must be switched off (or placed in flight mode if appropriate) before the start of their shift.
- Personal devices must be stored securely in the designated locked staff storage area or office throughout working hours.
- Personal devices may only be accessed during an authorised break and only in designated staff areas away from children.
- Staff must sign personal devices in and out where the nursery operates a signing system.
- Personal devices must never be carried in pockets, aprons or kept within nursery rooms.

- Personal devices must never be used to photograph, record or film children.
- Personal devices must never be used to access nursery records or information.
- Personal devices must not be connected to the nursery Wi-Fi unless authorised by management for operational purposes.
- Smartwatches, including Apple Watches, must not be worn whilst working directly with children if they have camera, recording, messaging, internet or communication capabilities. Staff should remove these before entering children's rooms or ensure they are securely stored with their mobile phone where required by the nursery.
- Staff must not use voice assistants, AI recording devices or wearable technology capable of recording conversations whilst on duty.
- Staff are expected to remain fully attentive to children throughout their working day.

Failure to comply with this policy may result in disciplinary action and, where safeguarding concerns arise, may be treated as gross misconduct.

Nursery-Owned Devices

The nursery provides mobile phones and tablets for operational purposes.

These devices must only be used for nursery business including:

- contacting parents where appropriate
- emergency communication
- outings
- recording children's learning
- authorised safeguarding or operational purposes.

The following applies:

- Only nursery-owned devices may be used to photograph or film children.
- Nursery devices will not contain personal social media accounts.
- Messaging applications will only be installed where authorised for nursery business.
- Applications may only be installed by management.
- Passwords and passcodes must remain confidential and be changed regularly.
- Devices must be stored securely when not in use.
- Nursery devices must never be used within toilet, bathroom or intimate care areas.
- Devices must not be taken home unless specifically authorised by the manager.

Outings

During outings:

- Staff must only use nursery-issued mobile phones.
- Personal phones and smart devices must not be used except in a genuine emergency where no nursery device is available. Any such use must be reported immediately to the manager.

Parents' Use of Mobile Phones and Smart Devices

We ask parents and carers to support our safeguarding procedures by avoiding the use of mobile phones, Apple Watches, smartwatches and other recording devices whilst inside the nursery.

Parents may be asked to:

- finish telephone calls outside the building
- avoid photographing or filming children other than their own
- refrain from using smart devices during handovers.

This helps ensure confidentiality for all families and allows staff to provide quality information about children's day.

Children should not bring into nursery devices capable of taking photographs, recording sound, accessing the internet or communicating with others, including smartwatches or wearable technology. This protects all children and prevents valuable items being lost or damaged.

Visitors

Visitors, contractors, students and professionals are not permitted to use personal mobile phones, Apple Watches, smartwatches, smart glasses or other recording devices whilst in the nursery.

Visitors may be asked to store these securely in the office for the duration of their visit unless required for professional purposes and authorised by the Nursery Manager.

Photographs and Video Recordings

At The Orchard Day Nursery Kingston, photographs and videos form an important part of documenting children's learning and development.

Images and recordings will only be taken:

- with prior written parental consent
- using nursery-owned equipment
- for legitimate nursery purposes
- in accordance with data protection legislation.

Permission is obtained when children are registered and reviewed regularly.

Separate permissions are sought for uses including:

- learning journals
- displays
- promotional materials
- nursery website
- newsletters
- social media
- local press
- CCTV

Photographs or recordings will never be taken during intimate care or in toilet areas.

Where parents do not consent to particular uses, their wishes will always be respected and alternative methods of recording children's learning will be used.

Staff must never use personal phones, cameras, tablets, Apple Watches, smartwatches or any personal recording devices to photograph or record children.

Managers will routinely monitor images and recordings to ensure compliance with parental permissions and safeguarding procedures.

Images taken on nursery devices will be transferred promptly to the secure nursery system and removed from portable devices where appropriate.

Parents Taking Photographs at Nursery Events

Parents are not permitted to take photographs or video recordings on nursery premises without the prior agreement of the nursery manager.

Where photography is permitted during events such as Christmas performances or graduation celebrations:

- individual parental permissions will be obtained before the event
- parents will be reminded that images containing other children must not be shared on social media or other online platforms without the consent of every child's parent.

Online Learning Journals

Where electronic learning journals are used, nursery tablets will only be used for recording children's learning.

These devices:

These devices:

- are used solely for nursery purposes
- do not contain personal social media accounts
- do not contain unauthorised messaging applications
- are monitored routinely by management.

Management will carry out regular audits of devices and remind staff of their safeguarding responsibilities. Any concerns regarding misuse of technology must be reported immediately in accordance with the nursery's Whistleblowing Policy and Safeguarding Policy.

Monitoring and Review

The Nursery Manager is responsible for ensuring this policy is implemented consistently.

Breaches of this policy will be investigated promptly and may lead to disciplinary action, referral to external agencies where appropriate, and notification to relevant safeguarding authorities if required.

This policy will be reviewed annually or sooner following changes to legislation, safeguarding guidance or operational practice.

This policy was adopted on	Signed on behalf of the nursery	Date for review
05/08/2026	F.Joyce	December 2026