



Early Explorers

Day Nursery and Pre School

Mobile Phone and Electronic Device Use Policy

Policy Statement

At Early Explorers, the safety and welfare of every child is our highest priority. This policy outlines clear procedures on the use of mobile phones, cameras, tablets, smartwatches, and other electronic devices with imaging or sharing capabilities, to ensure a safe and secure environment.

This policy should be read in conjunction with:

- **Online Safety Policy**
- **Acceptable Internet Use Policy**
- **Safeguarding and Child Protection Policy**

Providers must comply with the current version of the EYFS and related statutory frameworks.

Staff Use of Mobile Phones and Personal Devices

To safeguard children and maintain professionalism:

- **Staff must not use personal mobile phones or devices with imaging and sharing capabilities during working hours**, unless on a designated break and away from children
- All personal devices must be stored in **staff lockers or [designated storage area]** throughout working hours
- **No personal devices may connect to the nursery Wi-Fi**
- Staff must not use personal devices to capture, record, or store any images or data relating to children

Nursery-Owned Devices

We provide nursery devices (e.g. tablets, mobile phones) strictly for professional use, including:

- Contact during outings
- Recording learning observations and images (where permitted)

Nursery devices must only be used for:

- Documenting children's development
- Communication authorised by management
- Emergency use on outings

Not permitted on nursery devices:

- Social media or messaging apps (except those used by management)
- Unauthorised app downloads

Management is responsible for:

- Controlling app installation
- Monitoring device usage



Early Explorers

Day Nursery and Pre School

- Ensuring password security (changed regularly, not written down or shared)
- Devices remain on site and are not taken home by staff.

Photos and Video Recording

Photos and videos are an important part of the Early Years curriculum. To ensure their safe and respectful use:

- **Only nursery devices** may be used to capture images or videos of children
- Images are used only for approved purposes such as:
 - Learning journeys
 - Displays
 - Nursery website/promotional materials
 - Social media (with explicit consent)
 - CCTV (where applicable)

Safeguards in place:

- Written parental consent obtained at registration and reviewed regularly
- No recording in intimate care areas (toileting, changing)
- Images/videos securely transferred to designated storage
- Staff never store images on personal devices
- Nursery manager audits photo/video content to ensure safeguarding and consent compliance

If a parent opts out of image consent for any purpose, alternative documentation methods will be used.

Parents' Use of Mobile Phones and Devices

To maintain focus on children's wellbeing and privacy:

- Parents are kindly asked **not to use mobile phones or other devices** on the premises, particularly during drop-off and pick-up
- If urgent use is required, parents should step outside
- Parents must not bring or allow children to bring **smartwatches or devices with imaging/sharing capabilities** into nursery
- Parents may not take photos/videos on nursery premises without prior approval from the manager

Visitors' Use of Mobile Phones and Devices

To safeguard children and protect data:

- All visitors (including contractors, students, and professionals) must **leave personal mobile phones and electronic devices** in a secure place, such as the nursery office
- Visitors are **not permitted to take photographs or recordings** under any circumstances
- The policy is explained to all visitors upon arrival

Special Events and Parental Photography



Early Explorers

Day Nursery and Pre School

At special nursery events (e.g. holiday celebrations, graduations):

- Group photos may be taken **by staff using nursery devices**, and distributed to families upon request
- **Permission will be sought in advance** for all children present in group photos
- Parents must not post any group images of other children on **social media or sharing platforms** without **explicit permission** from the parents of those children

Online Learning Journals (where applicable)

At Early Explorers, we use secure digital platforms to record children's learning:

- Tablets used in each room are restricted to nursery-approved apps
- No social media or messaging apps are permitted
- Devices are routinely monitored by management
- Any suspected misuse is reported under the **Whistleblowing Policy**

Breach of Policy

Failure to adhere to this policy will be treated as a **serious safeguarding concern** and may result in:

- Disciplinary action
- Suspension pending investigation
- Referral to safeguarding authorities (if applicable)

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>Aug 2025</i>	Early Explorers Day Nursery	<i>Aug 2027</i>