



## **1.6 USE OF MOBILE PHONES, SMART WATCHES, CAMERAS AND SOCIAL MEDIA**

### **POLICY STATEMENT**

We take steps to ensure that there are effective procedures in place to protect children and young people from the unacceptable use of mobile phones, smart watches and cameras in the setting.

The Nursery School recognises that technology evolves and aims to review this policy as it becomes aware of changes that might impact this policy and the Nursery School.

### **PROCEDURES**

#### **Personal Mobile Phones**

- The nursery has a 'no phones policy'.
- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are placed in a box in the kitchen area.
- In the event of an emergency, staff are free to use the nursery phone or personal mobile phones may be used in the privacy of the office, with permission from the manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Parents and visitors are requested to place their mobile phones in a basket at the entrance to the nursery if they are coming into the nursery to stay.
- There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day.

**Registered Charity 275966**  
**OFSTED Registered**

Chairperson: Samantha Foster-Kennedy  
Secretary: Suzi King



- Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the nursery manager.
- The nursery manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over its appropriate use.

### **Cameras and videos**

- Only nursery owned devices can be used to take photographs or recordings of children.
- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Under no circumstances are cameras or recording devices to be taken into the toilet area or nappy changing area.
- Camera and video use is monitored by the nursery manager or the deputy manager in their absence.
- Photographs for observational recording purposes are printed off by the Nursery Manager, or the deputy manager in their absence.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).
- Staff must be made aware of any child whose consent has been withheld.

### **Social Media**

- Staff must not post anything onto social networking sites, such as Facebook and Instagram, that is in any way linked to the nursery. The exception to this rule is the *Meadow Nursery School, Wokingham – Parents' Page* on Facebook, where staff may post relevant information for parents.

**Registered Charity 275966**  
**OFSTED Registered**

Chairperson: Samantha Foster-Kennedy  
Secretary: Suzi King



Posts containing photographs of children or any other content that identifies specific children are not permitted. Posts can only be made with the prior agreement of the manager.

### **Smart Watches**

The nursery recognises the increasing capabilities of smart watches.

- Smart watches capable of taking photographs are not permitted within the classroom. At the beginning of each individual's shift, these smart watches must be placed in a box in the kitchen area.
- Smart watches must be on silent and must not be used during working hours.
- Staff must remove smart watches prior to changing a child's nappy or assisting a child with toileting.
- Children are not permitted to wear smart watches at nursery. These will be removed and kept secure until the end of the session and will be returned to the collecting adult.

If any suspicious or inappropriate use of phones, smart watches or other devices are suspected, the Nursery School will follow the procedures in 1.2 Safeguarding Children and Child Protection Policy.

<b>This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee</b>	
<b>Held on</b>	31 <sup>st</sup> March 2014
<b>Policy reviewed</b>	September 2025
<b>Date to be reviewed</b>	September 2027
<b>Signed by Chair</b>	
<b>Name</b>	Sam Foster-Kennedy
<b>Signed by Nursery Manager</b>	
<b>Name</b>	Debbie Hill

**Registered Charity 275966**  
**OFSTED Registered**

Chairperson: Samantha Foster-Kennedy  
Secretary: Suzi King