

Mobile Device Policy



This policy should be used in conjunction with our online safety and acceptable IT use policies, to ensure children are kept safe when using the nursery devices online.

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages.

Definition of Mobile Devices

For purposes of this policy "Mobile Devices" includes fitness watches that can make/receive calls and/or messages, mobile telephones, wearable smart devices (eg watches and glasses), cameras, tablets, and any other electronic devices able to take pictures, record videos, send or receive calls and messages. More and more devices are technically capable of connecting us to the outside world. We will adapt this definition of Mobile Devices to include all devices we deem necessary to safeguard children.

Intent

At **Ollie Owl** we restrict the use and access to Mobile Devices in order to promote the safety and welfare of all children in our care.

Aims

The core aim of this policy is to protect the children from any potential harm from Mobile Devices and to ensure children are kept safe when using the nursery devices.

We aim to offer quality hand over at dropping off and pick up times, and want to avoid any potential distractions at these key moments.

We believe our staff should be completely attentive during their hours of work to ensure all children in the nursery receive the highest quality care and education.

Methods

Staff use of Mobile Devices

To ensure the safety and well-being of children we do not allow staff to use their personal Mobile Devices during working hours.

We use mobile phones supplied by the nursery only to provide a means of contact in certain circumstances, such as outings.

Staff must adhere to the following:

- Mobile Devices are either turned off or on silent and not accessed during your working hours.
- Wearable Mobile Devices are either placed in airplane mode and disconnected from the internet until they have left the nursery or stored with their mobiles phones in the nursery office.
- Mobile Devices can only be used on a designated break and then this must be away from the children.
- Mobile phones should be stored safely in the nursery office at all times during the hours of your working day.
- No personal device of any sort is allowed to be connected to the nursery Wi-Fi at any time.
- The use of nursery owned Mobile Devices, such as tablets, must only be used for nursery purposes.
- The nursery owned Mobile Devices will not have any social media or messaging apps on them.
- Any apps downloaded onto nursery owned Mobile 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/passcodes for nursery owned Mobile Devices must not be shared or written down, and will be changed regularly.
- During outings, staff only use Mobile Devices belonging to the nursery.
- Only nursery owned Mobile Devices will be used to take photographs or film videos.
- Nursery Mobile Devices will not be taken home with staff and will remain secure at the setting when not in use.

Parents' use of Mobile Devices

Parents are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children. We will ask any parents using their phone inside the nursery premises to finish the call or take the call outside.

Parents are kindly asked to switch off their Mobile Devices whilst visiting the nursery or when collecting or dropping off their children.

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.

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes wearable smart devices with these capabilities. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

Other visitors' use of Mobile Devices

Visitors are not permitted to use their Mobile Devices whilst at nursery and are asked to leave them in a safe secure place/nursery office for the duration of their visit.

Photographs and videos

At **Ollie Owl** we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings (including CCTV) 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 happy 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 information storage 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 recording device or camera (including those on mobile phones or wearable smart devices) on the nursery premises without the prior consent of the 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/areas without permission from parents of all the children included in the picture.

Online Learning Journals

At **Ollie Owl** 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.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>31/07/2026</i>	<i>A.Dhir</i>	<i>July 2027</i>