

This policy will be reviewed in full by the Management Team on an annual basis.

Date the policy was last reviewed and agreed by the Management Team	Senior Manager		Manager	
	Name	Signature	Name	Signature
January 2026	Natasha Smyth			

This policy is due for review up to 12 months from the above date

Safeguarding Children - Acceptable Use of Mobile Devices and Cameras Policy

Legal Basis: Related Sub Section in the Statutory framework for the early years foundation stage (March 2021)

Child protection

3.4. Providers must be alert to any issues of concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant local safeguarding partners (LSP). **The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.** To safeguard children and practitioners online, providers will find it helpful to refer to 'Safeguarding children and protecting professionals in early years settings: online safety considerations'

1. INTRODUCTION

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phone cameras around children

Our aim is to have a clear policy on the acceptable use of mobile phones (or other devices) and cameras that is understood and **adhered to by all parties concerned without exception.**

2. PERSONAL MOBILE PHONES & SMART DEVICES

We allow staff to bring in personal mobile telephones and devices for their own use, during their own time. Mobile Phones or devices, including smart watches or glasses etc, must not be out of bags or pockets, or used in the main preschool areas, while there are children in attendance at the preschool. The preschool does not allow a member of staff to contact a current pupil or parent/carers using their personal device, unless the preschool phone is inaccessible during an emergency. Anyone bringing personal devices into the preschool must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones/smart devices are left in the designated staff area (preferably in bags or buttoned/zipped coat pockets, out of sight), throughout contact time with children, unless requested by the Manager to move them to another appropriate location.

Mobile phone calls may only be taken before the session starts or after the session has finished and all children have been collected or during staff breaks or in staff members' own time and in the designated staff area or outside of the building's front entrance.

If staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile in the designated staff area of the setting, e.g. the kitchen.

If any staff member has a family emergency or similar and are required to keep their mobile phone to hand, prior permission must be sought from the Manager and the mobile phone should be placed in a safe place, away from children, but visible to staff, e.g. on top of the microwave in the kitchen. Staff must ensure that the preschool holds up to date contact information for them, and that staff make their families, children's schools etc. aware of the work telephone number in case of emergency. This is the responsibility of the individual staff member.

All parent helpers/students will be requested to place their bag/coat containing their phone in the staff area and asked to take or receive any calls in the staff area where their phone must remain.

During group outings nominated staff will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Preschool Manager. Concerns will be taken seriously, logged and investigated appropriately.

The Preschool Manager (or Deputy Manager where the subject of concern is the Manager) reserves the right to check the image contents of a staff member's mobile phone, should there be any cause for concern over the appropriate use.

Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Using mobile devices in any way other than as detailed above will be considered misconduct.

Staff found to have mobile phones (including the preschool phone) in the bathrooms or other secluded area, or found to have photos on their own devices, will be considered to have breached safeguarding rules and as gross misconduct.

3. CAMERAS (INCLUDING DEVICES WITH CAMERAS)

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements as this is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated preschool phones or tablets are to be used to take any photo within the setting or on outings. Images taken on these devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the tablets/preschool phones; they should be placed within the lockable cupboard/drawer in the office area when not in use. The phone/tablet/devices must be locked away at the end of every session.

Images taken and stored on the devices must be uploaded as soon as possible, ideally once a week. Images should be uploaded on-site. Once uploaded, images should be deleted from the device

Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Senior Manager.

If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the device must be placed in a prominent place where it can be seen.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

4. VISITOR'S MOBILE PHONES

All visitors are advised that they must not have or use mobile phones while visiting the preschool.

5. PRESCHOOL MOBILE PHONES & DEVICES

The Preschool mobile phone contains photos and personal information about children and parents, therefore should remain onsite at all times, except where the entire preschool is offsite e.g. visiting the primary school.

The Preschool phone/devices must not be taken home by members of staff. They must be locked away when the preschool is closed.

All devices must be password/pin code protected to prevent unauthorised access.

For GDPR and safeguarding reasons, staff must not access preschool apps (e.g. Tapestry), communication channels (e.g. WhatsApp/emails), or social media accounts (e.g. Facebook/Instagram) on their own devices, except when using them on site for work related activities, in which case staff must log out of these before leaving the site.

STAFF DECLARATION

I agree that I have read and understood the information set out in this policy, and will abide by it.
I understand that if I have any questions about this policy, I will raise them with my manager prior to signing my agreement below.

Staff Name	Staff Signature	Date