

# **Smallville Nursery**

## **Camera and Mobile Phone Policy**

**April 2026**

***To be revised April 2027***

## Smallville Nursery Camera and mobile phone Policy 2026

At Smallville Nursery, the safety, welfare, and protection of all children are our highest priorities. This policy sets out clear guidelines for the use of mobile phones, smart watches, Meta/VR devices, cameras, and other technology by staff, parents, and visitors to ensure children are always safeguarded. It outlines staff responsibilities, parental engagement, emergency procedures, and secure handling of images and data

### **Legislation**

We take our safeguarding responsibilities seriously, guided by the *Children Act 1989 and 2004*, the *Childcare Act 2006*, *Keeping Children Safe in Education (KCSIE 2024)*, the *EYFS 2024* safeguarding and welfare requirements and *the UK Data Protection Act 2018/GDPR*. These legislations and guidance frameworks place a duty on providers to protect children from harm, ensure staff are trained to recognise risks, and maintain a safe environment.

All staff are expected to model safe and responsible behaviour, following nursery procedures and reporting any concerns immediately to the Nursery Manager or Deputy Manager.

### **Mobile Phones, Smart Watches, and Emerging Technologies**

To ensure children's safety and staff attention, the use of personal mobile phones, smart watches, Meta/VR glasses, or other wearable technology is prohibited during contact hours. Devices must be stored securely in the office or designated staff areas, on silent, and cannot be connected to recording or messaging functions. Smart devices may be worn only if disconnected from phones or apps that could take images, record audio, or display notifications. Staff are permitted to use devices during scheduled breaks in child-free areas.

No personal device may be used to contact parents, take photos, or access social media during working hours. Staff must ensure that all devices brought into the nursery contain no inappropriate or illegal content. Management reserves the right to check devices if there is any concern regarding misuse, and serious breaches may involve referral to LADO, police, and appropriate disciplinary action.

### **Photography, Recording, and Image Use**

Photographs and videos are taken only for educational purposes, documenting children's learning and achievements. Only nursery-owned cameras, tablets, or designated devices (including Meta/VR devices used for learning activities) may be used. Images must never compromise a child's dignity or safety and must be stored securely in locked offices or encrypted systems. All images are shared only via secure apps for which parental consent has been obtained. Children without consent will not have their images shared.

### **CCTV and Security**

CCTV is installed around the nursery for security purposes only, monitoring entrances, reception, and key external areas. Footage is stored securely in an encrypted OneDrive system and used solely for safeguarding, security, or emergency purposes.

### **Staff Training and Responsibilities**

All staff receive regular training on safeguarding, digital safety, and responsible device use, including the safe use of emerging technologies such as Meta/VR glasses, tablets, and wearable devices. Staff are expected to maintain vigilance, model safe practices, and report concerns according to the Whistleblowing Policy.

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### **Parental Engagement**

Parents are informed of nursery policies on device use, photography, and image sharing during induction. Consent forms are obtained for all photos, videos, and online sharing. Parents are expected to comply with the nursery's rules when on-site, including storing personal devices and refraining from taking images of children without permission.

### **Emergencies and Contact Procedures**

During emergencies or outings, a designated nursery mobile phone is taken to ensure rapid communication. Personal calls are only allowed in urgent situations, with prior permission from the Nursery Manager or Deputy Manager. Staff must never use personal devices for emergency communication while actively supervising children.

### **Data Security**

All digital images and recordings are stored securely, in line with the UK Data Protection Act 2018 and GDPR. This includes secure transfer, encrypted storage, and prompt deletion or archiving according to nursery protocols. Staff must ensure no unauthorized sharing occurs.

### **Disciplinary Measures**

Breach of the mobile phone or digital device policy will result in investigation. Serious breaches, such as inappropriate photography, sharing of images, or failure to follow safeguarding procedures, may result in disciplinary action, referral to LADO, police involvement, and in extreme cases, dismissal.

This policy aligns with the **EYFS 2024** safeguarding and welfare requirements, **Children Act 1989 and 2004**, **Childcare Act 2006**, **KCSIE 2024**, and **UK Data Protection Act 2018/GDPR**. It ensures staff and parents understand the nursery's approach to digital safety, device use, photography, and safeguarding children in a modern technology-rich environment.