

Little Dukes: Mobile Phone, Camera and other Electronic Devices with Imaging and Sharing Capabilities Policy



Policy adopted September 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate London SW1E 6AJ

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Monitoring and review.

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

Adopted: September 2024

Reviewed by:

- Geoff Marston Group Compliance Director: Dukes Education
- Rik McShane, Director of Little Dukes Nurseries
- Nazish Usman, Principal of Hopes and Dreams Montessori Nurseries
- Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries

Next review due: September 2025

Please note:

This policy applies to all nursery schools within Little Dukes, including:

- Hove Village Day Nurseries
- Hopes and Dreams Montessori Nurseries
- Miss Daisy's Nursery Schools
- Miss Daisy's Nursery School Hyde Park Ltd
- The Kindergartens Nursery Schools
- Reflections Nursery and Forest School
- Riverside Nursery Schools
- Bright Beginnings (Twickenham) Ltd
- Twickenham Park Day Nursery Ltd
- Broomfield House School Ltd
- Pippa Pop-ins Nursery Schools

Any reference to 'Little Dukes' applies to all the nurseries named above.

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Little Dukes: Mobile Phone Policy

Statement of intent:

At Little Dukes, we have a 'no use of mobile phones' policy. This is because we intend to provide an environment where children, parents and team members are safe from images being recorded and inappropriately used to eliminate these concerns:

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

We promote the safety and welfare of all children in our care. We believe team members should be completely attentive during working hours to ensure all children in the nursery receive good quality care and education.

The welfare, protection and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously.

We have procedures in place which we ask everyone to respect as they help to promote the safety of the children in our care.

Policy aims:

Our aim is to have a clear policy on the acceptable use of mobile phones (personal and nursery) and cameras that is understood and adhered to by everyone who works at or visits the nursery, without exception.

Key points:

Including mobile phones and all electronic devices with imaging and sharing capabilities, not just mobile phones and cameras:

- To ensure the safety and wellbeing of children, we do not allow team members to use personal mobile phones or any brand/type of smartwatch or Fitbit during working hours.
- We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings or evacuations.
- Should the head teacher's personal phone be required for two factor identification this may be accessed but only within the office and with no children around.

Team members must adhere to the following:

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Mobile phones/smartwatches/Fitbits must be stored safely in team lockers or central mobile locker during working hours and may not be brought into the classrooms.

Mobile phones/smartwatches/Fitbits etc., are either turned off or on silent and not accessed during working hours.

Mobile phones/smartwatches/Fitbits can only be used on a designated break away from the children.

No personal device is allowed to be connected to the nursery Wi-Fi at any time, if staff wish to connect to Wi-Fi in the nursery on a personal device they should use the guest Wi-Fi.

Should the head teacher's personal phone be required for two factor identification this may be accessed but only within the office and with no children around.

Team members must not use personal mobile phones to communicate with parents/ carers about their role or work at the nursery. If team members share their personal mobile numbers or email addresses with parents, it should be solely for non-work-related communication and is at their own risk.

Team members who bring personal mobile phones into the nursery must ensure that there is no inappropriate or illegal content on them.

The nursery is not responsible for the loss, damage or theft of any personal mobile device.

Nursery devices, like iPads, must only be used for nursery purposes.


The nursery devices will not have any social media or messaging apps on them.

Passwords/passcodes for nursery devices must not be shared or written down.

During outings, team members will use the nursery's mobile phones which do not have any recording functions on them.

Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only nursery owned devices will be used to take photographs or film videos.

Except for Headteacher's laptops and emergency contact phones, Nursery devices will not be taken home with team members and will remain secure at the nursery when not in use.

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The Headteacher reserves the right to check the image contents of a team member's mobile phone if there is any cause for concern over inappropriate use.

Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately, as well as the police.

No investigation will take place until advice has been sought by the LADO. Where the nursery believes or suspects that a crime may have been committed the police will be contacted immediately.

Guidance will be followed with regards to the dismissal of the team member.

Parents/carers and visitors' use of mobile phones and smartwatches:

Parents/carers and visitors are asked to refrain from using their mobile phones while in the nursery premises or grounds and when collecting or dropping off their children.

If parents/carers and visitors are found to be using their phone inside the nursery premises, they will be asked to finish the call or take the call outside. This is to ensure all children are safeguarded.

Visitors are requested to leave their mobile phones or smartwatches in the safety of the office where they will be locked away in secure storage. Managers will ensure any contractors visiting the nursery when children are present are aware of the nurseries ban on mobile use and will only be allowed to use them if off site or in a designated staff room.

Photographs and videos:

We recognise that photographs and video recordings play a part in the life of the nursery settings. Prior written permission from each child's parent/carer is required before any photographs or recordings are taken. We get this permission when each child starts as part of their registration and via the **Family** app, under 'Permissions' which parents/carers can access and change at any time.

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 promotional materials including our nursery website, brochure, the local press and the social media platforms we use.

We ensure that parents understand that where their child is also in another child's photograph, but not as the primary person, it may still be used in another child's journey book.

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.

Team members are reminded that this policy is in line with the nursery's Safeguarding and Child Protection Policy and contravention of this policy is viewed by the company (centrally) to be gross misconduct and will be subject to disciplinary action up to and including summary dismissal (dismissal without notice).

This policy should be used in conjunction with our safeguarding Policy to ensure children are kept safe.

Cameras and capturing images:

Photographs taken for the purpose of recording a child or group of children participating in activities or learning experiences, or celebrating their achievements, is an effective way 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 nursery camera/nursery iPads (or similar) are to be used to take any photo within the nursery or on outings.

Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All team members are responsible for the location of the camera/image recording device. It should be kept in the lockable office when not in use.

The camera must be locked away at the end of every session (used separately for social media in some nurseries).

Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.

Parental/carer permission is obtained from parents/carers on joining the nursery for the use of photographs in the nursery. This can be done either as part of a permission form or by updating permissions through the **Family** app.

Photos taken on nursery cameras/iPads can be uploaded to our closed **Family** app that only approved relatives of that child have access to, including the individual child profiles. This will only happen when we have obtained all the parental permissions.

Any child whose parent/carer has not signed the permission form for photos on social media will not have their photo uploaded.

During outings team members can only use mobile phones belonging to the nursery.

Photographs must not be taken of the children on any personal phones or any other personal information storage device.

Only nursery-owned devices can be used to take photographs or videos.

All team members should remain vigilant and report any concerns to the Headteacher or Designated Safeguarding Lead (DSL).

Any parents / grandparents/ carers or other family members attending any event will be reminded that photographs can only be used for personal use and not to be shared / uploaded to any social media or internet platform. *** (please check this)

Parents and team members should be informed of the complaints procedure and team members made aware of the whistleblowing procedure.

Legislative Framework:

Keeping Children Safe in Education Sept 2024

The Early Years Foundation Stage 2024

Little Dukes: Safeguarding and Child Protection Policy Jan 2024

GDPR Policy

Data Protection Act (2018) <http://www.legislation.gov.uk/ukpga/1998/29/> contents

Further reading:

Child Exploitation and Online Protection Centre (CEOP)

Safeguarding Children and Protecting Professionals in Early Years Settings: Online Safety Considerations, GOV.UK

UK Council for Internet Safety

UK Safer Internet Centre

Working Together to Safeguard Children, GOV.UK