Mobile Phones + Devices Policy

Policy Statement

We are committed to safeguarding and promoting the welfare and privacy of every child in our care.
We recognise that mobile phones, smartwatches, and digital devices are part of modern life but must be used responsibly to ensure that children are always protected from potential harm, misuse of images, or breaches of confidentiality.

This policy applies to **all staff, students, visitors, and parents** on the premises.

Staff Mobile Phones

- At the start of each day, **all staff turn off personal phones** and place them securely in a designated space away from children
- Personal phones **must not be used** during working hours or in any area where children are present unless approved by a manager.
- In some circumstances, personal phones may be used **away from children and with the manager's permission**.
- Staff must provide the **setting's work number** as their emergency contact for schools or family.
- The **manager's phone** may be used for **parent communication and administration** and is stored securely in the office desk drawer.

Smart Watches and Other Devices

- **Personal Smart watches, tablets, or internet-connected devices** must not be worn or used on the premises.
- Staff and visitors must disable or remove such devices before entering play areas.
- Any recording or photo features must remain **switched off at all times**.

Cameras and Photo Use

- Only **setting-owned cameras or tablets + Managers device** may be used to take photos or videos of children for educational purposes.
- Images are taken **only with signed parental consent** (included in each child's registration pack).

- Images are stored securely in line with our **Data Protection and Safeguarding Policies** and deleted when no longer required.
- **Personal devices** (phones, cameras, tablets, etc.) **must never be used** to take or store images of children.

Parents, Visitors, and Professionals

- Parents and visitors are **requested not to use mobile phones** on the premises.
- Professionals visiting (e.g., speech therapists, social workers) will be reminded of this policy.
- If any parent prefers their child not to be photographed, this will be respected at all times.

Confidentiality and Data Protection

- All image-taking and storage follow **GDPR** and **the Data Protection Act 2018**.
- Any breach of this policy will be treated as a **safeguarding concern** and reported to the **Designated Safeguarding Lead (DSL)** immediately.
- Serious breaches may result in **disciplinary action** and/or referral to the **Local Authority Designated Officer (LADO)** or **Ofsted**.

Monitoring and Review

This policy is reviewed annually or sooner if new technology or guidance emerges.
All staff receive training on this policy during induction and as part of ongoing safeguarding updates.

Signed: _____
Position: _____
Date: _____