



Mobile Phone & Camera Policy

Setting Name: Golden Acorns

Date: April 2026

1. Statement of Intent

We are committed to safeguarding children's privacy, dignity and safety when using mobile phones, cameras and digital devices. We recognise that inappropriate use of personal devices may place children at risk and compromise confidentiality.

We ensure that clear procedures are in place to manage the use of mobile phones, cameras and recording devices within the setting. These procedures protect children from harm and support safe and appropriate use of technology.

2. Legal Framework

This policy is based on statutory guidance and legislation including:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Safeguarding guidance

The setting complies with all requirements regarding the safe use of mobile phones and cameras.

3. Principles



Personal mobile phones and devices present potential safeguarding and confidentiality risks. The setting therefore ensures that:

- children are not photographed on personal devices
- personal phones are not used in children's areas
- images of children are taken only for appropriate purposes
- children's privacy and dignity are protected

4. Staff Use of Mobile Phones

Staff must store personal mobile phones in designated staff areas and must not use them while working with children. Phones must not be accessible within rooms or outdoor areas used by children.

Personal devices must not be used to take photographs, videos or recordings of children. Staff must not access social media or personal communication while supervising children.

5. Use of Cameras and Setting Devices

Photographs or recordings of children are taken only on setting-owned devices and only for legitimate purposes such as learning records or communication with parents.

Images are stored securely in line with data protection procedures and are not transferred to personal devices.

6. Parental Consent

Written parental consent is obtained before photographs or recordings of children are taken. Parents are informed of how images will be used and stored.

Parents are asked not to take photographs within the setting unless agreed by management and in ways that protect all children's privacy.



7. Visitors and Contractors

Visitors, students and contractors must follow the setting's mobile phone procedures. Personal devices must not be used in areas where children are present unless authorised.

8. Online Safety

Staff understand that sharing images or information about children online is strictly prohibited unless authorised and in line with procedures. Children's information is never shared on personal social media.

9. Breaches

Any breach of this policy is taken seriously and reported to management immediately. Appropriate action is taken to protect children and address concerns.

10. Monitoring and Review

Mobile phone and camera practice is monitored through staff guidance and supervision. This policy is reviewed annually or sooner if guidance or practice changes.