



Use of Mobile Telephones, Smart Technology, Cameras and Electronic Devices

Policy Statment

The preschool recognises that mobile phones, cameras and smart technology present safeguarding risks to children, young people and vulnerable adults. This policy is designed to protect children from harm and ensure the safe and appropriate use of technology within the setting.

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of mobile phones, smart watches, cameras and other electronic devices with imaging, recording or sharing capabilities within the setting. This policy applies to all electronic devices including mobile phones, tablets, iPads, laptops with cameras, wearable technology and any internet-enabled devices capable of storing or sharing images or information.

The setting complies with the General Data Protection Regulation (GDPR) 2018.

Procedure

Personal mobile phones and electronic devices

- Personal mobile phones and electronic devices belonging to members of staff are not used on the premises during working hours, except in the staff room during breaks.
- At the beginning of each individual's shift, personal mobile phones and electronic devices are stored in lockers or the staff room.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office with permission from a preschool lead.
- Exceptions may be made for emergency situations or important anticipated calls (for example, relating to a medical matter). In such circumstances, permission must be obtained from a preschool lead. The mobile phone must be placed in the kitchen in open view, and all staff made aware of its presence and that the exception process was followed.
- Members of staff ensure that the telephone number of the setting is known to immediate family members and other people who may need to contact them in an emergency.
- If members of staff take mobile phones on outings for emergency purposes, they must not make or receive personal calls, send messages or access personal applications, as this may distract them from supervising the children.
- Members of staff must not use personal mobile phones or electronic devices to take photographs or recordings of children at any time.
- Images of children must not be shared via personal mobile phones, messaging applications, social media platforms, AirDrop, Bluetooth or personal cloud storage.
- Only authorised staff may access preschool devices used for photography or recording purposes.
- All visitors, students, volunteers, contractors and agency staff are required to follow this policy.
- Parents and visitors are requested not to use mobile phones whilst on the premises. If parents, carers or visitors need to use their mobile phone, they will be asked to leave the premises.

Smart watches and wearable technology

- Smart watches or wearable devices with photographic or video recording capability must not be worn or used within the setting.
- Smart watches must not be used for sending messages whilst working with children.



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- Personal messages may only be checked or sent during breaks or in the staff room/office.
- If at any point watches or wearable devices are deemed to be used inappropriately during working hours, this policy will be reviewed and such devices may be prohibited entirely.

Cameras, tablets and videos

- Members of staff must not bring personal cameras, tablets, iPads or video recording equipment into the setting.
- Photographs and recordings of children are only taken for valid reasons, such as recording children's learning and development or for displays within the setting.
- Photographs and recordings of children are only taken using equipment belonging to the preschool.
- Camera and video use is monitored by the Preschool Leads.
- Photographs are transferred securely to the password-protected preschool computer for printing or storage and are deleted from the iCloud at the end of each term. (Or once observations for that term are completed.)
- Images are securely stored in accordance with GDPR requirements and deleted when no longer required.
- Access to stored images is restricted to authorised staff only.
- Photographs and recordings of children are only taken where written parental permission has been obtained on the child's Registration Form.
- Photographs of children are not included on the preschool website, Facebook page or any promotional material without specific parental consent unless images have been cropped so that children cannot be identified.
- Where parents request permission to photograph or record their own children at special events such as the Christmas Nativity or Sports Day, permission will first be obtained from all parents for children to be included.
- Parents taking photographs or videos for personal use will be verbally reminded by the preschool leads that images must not be shared on social media or messaging platforms.

Breaches of this policy

- Any misuse of mobile phones, cameras or electronic devices will be treated as a safeguarding concern and may result in disciplinary action.
- Serious breaches may be referred to external safeguarding agencies where appropriate.

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027