



## Mobile Phone & Electronic Devices Policy

Date: April 2026

Manager: Jenene Morgan

Next Review: April 2027

### 1. Purpose

The purpose of this policy is to ensure the safety, wellbeing, and protection of all children attending JAMmy Tots Nursery by outlining strict procedures for the use of mobile phones and electronic devices. This policy supports safeguarding requirements under:

- EYFS 2025
- KCSIE 2025
- Ofsted Early Years Inspection Handbook
- Data protection and safe working practice guidance

### 2. Scope

This policy applies to:

- All staff (permanent, temporary, agency)
- Students and volunteers
- Parents/carers
- Visitors and contractors
- Any individual on nursery premises or accompanying nursery outings

It covers:

- Mobile phone use
- Personal electronic devices
- Photography and recording
- Online safety considerations



### **3. Policy Statement**

JAMmy Tots Nursery is committed to providing a safe, secure environment where children are protected from potential harm. To reduce safeguarding risks:

- Personal mobile phone use is restricted
- Only authorised devices may be used for nursery purposes
- Photographs of children must be taken only on nursery-owned devices
- No images are to be stored or shared outside approved systems

### **4. Staff Responsibilities**

Staff must:

- Store personal mobile phones in bags or staff areas during working hours
- Never use personal phones in rooms where children are present
- Only access personal phones during breaks and in staff-only areas
- Never use personal phones to take photos or videos
- Not contact parents using personal devices
- Record and report any concerns about inappropriate device use

### **5. Nursery-Owned Devices**

The nursery may provide secure devices for:

- Emergency communication on outings
- Photos for learning journals
- Professional communication

These devices must:

- Be password protected



- Never be removed from the nursery except for planned outings
- Only be used for official nursery purposes

## **6. Visitors and Parent/Carer Use**

To protect children's safety:

- Visitors and parents must not use mobile phones inside the nursery
- Calls must be taken outside or in reception areas
- Photography or video recording is strictly prohibited unless authorised in writing by the Manager and carried out under supervision

## **7. Safeguarding and Photography**

Only nursery-owned devices may be used to take photos or videos of children.

All images must:

- Be stored securely
- Be used only for learning journals, assessments, or displays (with permissions)
- Never be shared via personal messaging or social media (without parent permission)
- Be deleted from devices after uploading to secure systems

## **8. Social Media and Online Conduct**

Staff must not:

- Post any nursery-related content on personal social media
- Share photos of the nursery, children, or families
- Discuss nursery issues online

Staff must follow safe working practice at all times and maintain professional digital boundaries.



## **9. Outings and Off-Site Procedures**

A nursery-owned mobile phone must be taken on all outings for emergency use.

Staff:

- Must not use personal phones during outings
- Must follow risk assessments
- Must ensure children are supervised without distraction

## **10. Breaches of the Policy**

Any breach of this policy will be taken seriously and may lead to:

- Safeguarding investigation
- Disciplinary action
- Reporting to external safeguarding agencies if appropriate

## **11. Monitoring and Review**

The Manager will review this policy annually or sooner if changes occur in legislation, guidance, technology, or safeguarding requirements.

Feedback from staff and parents will be considered.