


# Little Dukes: Mobile Phone Policy



Policy adopted January 2024 - Version 1

Little Dukes Nursery Schools, 14-16 Waterloo Place, London, SW1Y 4AR

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# Little Dukes: Mobile Phone Policy

## 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.

## Current Version:

**Adopted: January 2024**

## Reviewed by:

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: December 2024**

## Please note:

This policy applies to all nursery schools within the Dukes Education Group, including:

- Hove Village Day Nurseries
- Hopes and Dreams Montessori Nurseries
- Little Dukes Day Nurseries and Preschools
- Miss Daisy's Nursery Schools
- The Kindergartens Nursery Schools
- Reflections Nursery and Forest School
- Riverside Nursery Schools

Any reference to 'Little Dukes' or 'Dukes Education Group' 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 other devices that accept calls, messages and video calling:

- 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.

#### Team members must adhere to the following:


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.

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Mobile phones/smartwatches/Fitbits must be stored safely in team lockers during working hours.

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.

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.

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 Office (LADO) will be contacted immediately, as well as the police.

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 or when collecting or dropping off their children.

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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.

### **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 E-safety 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.

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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).

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

### **Legislative Framework:**

**EYFS 2021**

**Little Dukes: Safeguarding Policy**

**E-Safety Policy**

**GDPR Policy**

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

**Further reading:**

**Child Exploitation and Online Protection Centre (CEOP)**


**Inspecting Safeguarding in Early Years, Education and Skills, Ofsted Keeping Children Safe in Education, GOV.UK**

**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**



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