



Use of Mobile Phones, Cameras, and Technological Devices Policy

Introduction

Houghton and Wyton Pre-school is committed to safeguarding and promoting the welfare of children in all aspects of their experience at our setting. The misuse of personal devices, including mobile phones, smart watches, and cameras, poses potential safeguarding risks. This policy outlines how mobile phones and technology may be used lawfully, safely, and responsibly by staff, volunteers, parents, visitors, and other professionals.

Aim

To ensure that mobile phones, cameras, and technological devices are used in a way that protects children and supports a professional and respectful environment.

Objectives

We will:

- Prevent inappropriate or unauthorised image capture or data storage
- Limit mobile phone and smart device use in all childcare areas
- Support safeguarding, GDPR, and health and safety compliance
- Communicate our expectations clearly to all individuals entering the setting

Roles and Responsibilities

- **Manager:** Ensures all staff and visitors understand and follow this policy; addresses breaches and leads investigations
- **Staff and Volunteers:** Follow the policy and store personal phones/devices securely
- **Visitors, Students, Contractors:** Are made aware of this policy on arrival and must comply with restrictions
- **Parents/Carers:** Are asked to avoid phone use on site and follow all image consent boundaries

Implementation Procedures

1. Staff and Volunteer Mobile Phone Use

- Personal mobile phones must be:
 - Stored securely in the staff members locker during working hours
 - Not used in rooms, gardens, or on outings unless agreed for emergency contact
- Staff must not:
 - Use personal phones to take photos or record children
 - Use social media or messaging during work hours
 - Share setting-related content on personal devices
- Emergency use must be agreed with the Manager and logged where appropriate

2. Photography and Camera Use

- Only setting-owned cameras and tablets may be used for capturing photos/videos
- Photos must:
 - Be linked to learning, development, or promotion (with consent)
 - Be stored securely in line with our **Use of Images Policy**
 - Never be transferred to personal devices or shared on social media

3. Use of Smart Watches and Other Wearable Tech

- Smart watches and other wearable technology that can send/receive messages must be switched to airplane mode during working hours. The pre-school Manager must be informed that you are wearing smart tech and will monitor the usage.
- Smart watches and other wearable tech that can take photos or record must be treated and stored as personal phones
- Simple fitness trackers (without camera or communication functions) may be worn



4. Visitors, Students, and Contractors

- All visitors are made aware of this policy at sign-in
- Personal phones may only be used in designated staff areas
- No unauthorised photos may be taken on-site
- Students on placement must read this policy and sign to confirm understanding

5. Parents and Carers

- We ask parents and carers to avoid using phones on site, particularly in the presence of children
- Parents may not take photos on site unless explicitly invited to do so during an event or with staff permission

6. Use on Outings and Off-Site Visits

- Staff may carry setting-owned mobile phones for emergency use only
- Personal phones are permitted only with Manager approval and must not be used to take photos
- Any breaches are reported to the Manager immediately and followed up in line with the **Safeguarding Policy**

7. Allegations and Breaches of Policy

- Any staff misuse is dealt with under the Staff Disciplinary Policy
- Concerns involving potential harm or risk to a child are escalated under the **Safeguarding and Child Protection Policy**
- Inappropriate use may result in dismissal, suspension, or referral to the LADO (Local Authority Designated Officer)

Monitoring and Review

This policy is reviewed annually by the Online Safety Lead and Board of Trustees or earlier if legislation or guidance changes. Spot checks and observations are carried out to monitor compliance.

Legislation and Guidance

- Statutory Framework for the EYFS (2023)
- Data Protection Act 2018 and UK GDPR
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (for reference)

Acknowledgment

All staff, volunteers, visitors, and families must follow this policy. By doing so, they help create a safe, respectful, and professional environment for all children and adults.