



Holland Park Pre-Prep & Nursery

Policy on the Use of Mobile Phones and Electronic Devices

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

Mobile phones and other devices that accept calls, messages and video calling:

At Holland Park Pre-Prep & Nursery (HPPN), we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones whilst working in the classroom. We use mobile phones supplied by the nursery to provide a means of contacting parents in the classroom and on outings. Each class has their own class mobile.

This policy should be used in conjunction with our E-safety Policy to ensure children are kept safe when using nursery devices online.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours.
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children.
- Mobile phones/smartwatches/fitbits should be stored safely and not be used whilst working in the classroom with children present.
- The use of nursery devices; class mobiles, iPad's and laptops, must only be used for nursery purposes.
- All nursery devices will have red covers so that they are easily identified
- The nursery devices will not have any social media apps.
- The nursery mobiles will have WhatsApp downloaded which staff will use to message the parents of the children in their class when needed.
- Any additional apps downloaded onto nursery devices must be done only by members of the Management Team or ICT support staff. This will ensure that only age-appropriate and safe apps will be accessible to staff or children using them.
- Passwords / passcodes for nursery devices must not be shared or written down.
- During outings, staff will use mobile phones belonging to the nursery wherever possible. 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.
- Key teachers have their own allocated iPad, and this can be taken home providing a staff ICT/ Tapestry agreement has been signed.
- If staff would like to take home a nursery laptop, they must gain management permission before doing so.
- ICT that can be taken home and is nursery property should be securely stored and should not be accessed by anyone else.

Parents' and visitors' use of mobile phones and smartwatches

We recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and to share information about the child's day. However, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children.

If parents are found to be using their phone inside the nursery premises, they will be asked to finish the call or take the call outside.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Photographs and videos:

At HPPN we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent and we only share photos with parents in a secure manner. We obtain this permission through the parents' questionnaire when each child starts. We update it on a regular basis to ensure that this permission still stands.

Parents are informed that we have cameras in the classrooms in the Parent Handbook and access to these cameras is for management use only. However, if an incident occurs and a parent requests to see the CCTV, this can be authorised at the discretion of management team and with a member of the management team present.

We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child's learning journey; to share pictures via WhatsApp; for display purposes; for promotion materials including our nursery website, prospectus and the local press.

We ensure that parents understand that their child's picture may appear in another child's shared picture/learning journal if they are part of the same activity/experience. A parent WhatsApp and Tapestry agreement form is shared with parents in the Parent Handbook. They are asked to complete these so that we can see what parents give consent to.

Please see Tapestry Policy and Procedure.

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 and learning.

The nursery manager will monitor all photographs and recordings to ensure that the parents' wishes are met, and children are safeguarded.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the nursery.



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Images and videos taken with HPPN devices must be transferred and deleted regularly.

All of the nursery devices are secure with a locked password to ensure maximum security at all times.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parent. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

At HPPN we use tablets in the classrooms to take photos and videos of the children and we upload these directly on to their electronic learning journals on Tapestry or share with parents via WhatsApp - providing parents have signed a WhatsApp agreement.

Date: September 2021

Reviewed by Danny Webb
Next review due: September 2022