



At Twinkling Toddlers, the **welfare, protection, and safety of every child** is our highest priority. We take safeguarding extremely seriously and have a clear, robust policy to prevent the misuse of mobile phones, smart devices, and cameras. This policy aims to protect children from the inappropriate capture or sharing of images and to ensure that staff remain fully focused and engaged during working hours.

Mobile Phones and Smart Devices (e.g., Smart Watches)

Staff Responsibilities

- Staff are **not permitted to use mobile phones or smart devices** during working hours, except in emergencies.
- Any emergency calls must be managed responsibly, ensuring children remain adequately supervised.
- Mobile phones must be **switched off or on silent and stored in the designated locked phone boxes in the office** throughout the working day.
- Smart watches (e.g., Apple Watches) that allow messaging, calls, or image storage are **also not permitted** during contact hours with children. Staff must remove these before starting their shift and store them with their phones.

Break Times

- Staff may access their phones during **designated breaks** in reception or other **child-free areas** only.

Emergency Contact

- In the event of a **genuine emergency**, staff may request temporary access to their phone with **prior permission** from the Nursery Manager or Deputy.
- All routine or urgent contact during the day should go through the **nursery landline**.

Lost or Stolen Devices

- Measures will be in place to protect devices containing photographs or sensitive information from loss or theft.
- Immediate action will be taken in the event of a lost or stolen device, including notification to relevant parties and authorities if necessary.

Reporting Concerns

- Any unauthorised or inappropriate use of mobile phones, cameras, or photographs must be reported immediately to the childminder or designated safeguarding lead.



Taking Photographs

- Photographs of children will be taken only with explicit written permission from parents or legal guardians.
- All photographs must be respectful, appropriate, and relevant to childminding activities.

Parental Consent

- Written consent will clearly outline permissible uses of photographs, such as developmental records, newsletters, or internal updates.
- Parents retain the right to withdraw their consent at any time.

Use of Photographs

- Photographs will strictly be used for childminding-related purposes, such as documenting learning progress or sharing activity updates with parents.
- Images will not be shared publicly or on social media without separate and explicit consent from parents.
- Images taken on nursery devices must never place a child in a **compromising or inappropriate position**.

Storage and Privacy

- Photographs will be securely stored and accessible only to authorised personnel both at nursery and via the Tapestry App.
- Photographs will be appropriately archived or deleted when no longer required.

Sharing with Parents

- Regular photographic updates will be shared with parents to keep them informed of their child's activities, achievements, and experiences.

Visitors and Parents

- **Parents and visitors** are not permitted to use mobile phones while on nursery premises. They are to be handed in to the office for room based sessions.
- All visitors must leave personal devices in the **office** and are accompanied at all times by a staff member.
- Parents taking calls upon arrival or pick-up will be politely asked to **end the call or step outside**.

Outings and Off-Site Visits

- For all group outings, the **nursery mobile phones** are taken by the designated staff member for **emergency use only**.
- Personal phones must remain stored and unused.
- The nursery phones must only be used for:
 - Contacting the nursery



- o Emergency contact with emergency services
- o Keeping in contact with parents if a planned delay occurs

Policy Monitoring and Review

This policy is reviewed **annually** or more frequently if required, ensuring compliance with legislation, EYFS updates, and local guidelines. Feedback from staff, parents, and external agencies will inform continuous improvement of our mobile phone, camera, and photographs policy.

Policy Status

Parents	Yes
Nursery Staff	Yes
Policy adopted on	23/08/2025
Date for review	August 2026
Signed on behalf of the nursery	Nursery Manager - S. Ralph