



Mobile Phones, Cameras and recording device use (including use of social networking sites)

Reviewed: June 2026

To be reviewed: June 2028

Company Reg.No. 08812259

Registered Office: Brooke Road, Walthamstow, London E17 9HJ

Charity Reg. No:1157645

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. This is gained

when each child is registered and is updated on a regular basis to ensure that this permission still stands.

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, and for promotional materials including our nursery website and brochure. We ensure that parents understand that their child may also be in another photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses, then the nursery will respect their wishes and find alternative ways of recording their child's play or learning.

Only nursery-provided devices are permitted for taking photographs or recordings of children. Staff must not use personal cameras, mobile phones, SMART watches, SMART glasses, or any other personal devices for this purpose. The nursery manager will monitor all photographs and recordings to ensure that parents' wishes are adhered to.

The nursery recognises the potential safeguarding risks associated with wearable technology, including SMART watches and SMART glasses, which may have the capability to record images, audio, or video discreetly. For this reason, SMART watches and SMART glasses must not be used for any recording purposes within the nursery at any time by staff, students, contractors, or visitors.

All contractors and visitors are not permitted to use SMART watches, SMART glasses, or any other recording devices on the nursery premises. Visitors may be asked to confirm that such devices are switched off or not being used during their visit.

Parents are not permitted to use any recording device or camera (including mobile phones, SMART watches, or SMART glasses) 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 parents on request. In this case, individual permission will be sought for each child before the event. This will ensure all photographs taken are in line with parental choice.

Whilst 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 support communication about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones or any

SMART devices whilst in the nursery or when collecting or dropping off their children.

Little Learners in Nature have a nursery mobile phone, which is used outdoors for emergencies and to contact parents. No photos are taken or stored on this device, and the phone is always kept on site.

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive high-quality care and education. To ensure the safety and well-being of children, we do not allow staff to use personal mobile phones, SMART watches, SMART glasses, or other personal devices during working hours. Staff may use mobile phones during breaks only in the staffroom or outside the nursery and school premises.

SLT may use the nursery mobile phones (Work phones) for emergencies and operational communication. No photographs are taken or stored on this device.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children.

Staff must adhere to the following:

- Mobile phones are either turned off or on silent and not accessed during working hours
- Mobile phones can only be used on a designated break and must be away from the children
- Mobile phones, SMART watches, and SMART glasses must not be used for recording at any time in the nursery
- Mobile phones and any devices must be stored safely and away from children at all times during the working day
- During outings, staff will use nursery mobile phones wherever possible
- Photographs must not be taken of children on any personal phones or wearable devices, or any non-approved devices
- Staff must not post anything on social networking sites such as Facebook that could impact the nursery's reputation or relate to the nursery in any way
- Staff must not post anything on social networking sites that could offend any member of staff or parent
- Staff must not have parents as 'friends' on any social networking site

If any of the above points are not followed, the member of staff involved will face disciplinary action, which could result in dismissal.