



Mobile Phone and Electronic Device Use Policy

Cherish Childcare restricts the use of personal mobile phones and other devices with imaging, recording or sharing capability in order to safeguard children, protect confidentiality and ensure staff remain attentive.

Staff personal devices

- Personal phones, smartwatches, smart glasses and other personal recording/sharing devices must not be used while staff are working directly with children.
- Personal devices are stored securely in the designated staff/office area during working time and may be accessed on authorised breaks away from children.
- Personal devices must never be used to photograph, film or record children or access children's records.
- Personal devices must not be connected to the nursery Wi-Fi unless specifically authorised by management for a legitimate operational reason.
- Any suspected breach must be reported immediately to management and may be dealt with under safeguarding, whistleblowing or disciplinary procedures.

Outings and emergency use

Nursery-owned phones should be used for outings wherever practicable. If a personal phone must be used in an emergency, it may only be used for essential communication, with management authorisation where practicable, and no photographs, social media or non-essential messaging are permitted.

Nursery devices

- Nursery tablets, phones and cameras are used only for authorised nursery purposes.
- Apps and software are installed or approved by management.
- Passwords and passcodes are kept secure and access is restricted to authorised users.
- Images and recordings are transferred to approved secure systems and deleted from devices when no longer required.

This policy was adopted on	Signed on behalf of the nursery	Date for review
1 September 2026	Cherish Childcare	1 September 2027



- Nursery devices are stored securely when not in use and are not taken home by staff unless specifically authorised and safeguarded.

Parents, carers and visitors

- Parents/carers are asked not to use personal devices for calls, photography or recording inside nursery areas unless management has agreed this.
- Visitors and contractors must not use personal recording or imaging devices in areas where children are present.
- Children should not bring personal smart devices with imaging or sharing capability into the nursery unless specifically agreed for a documented reason.

Photographs and videos

- Photographs and recordings of children are only taken for agreed purposes using authorised nursery devices and systems.
- Parental permissions are obtained and reviewed for the relevant uses, such as learning records, displays, promotional material or social media.
- No images or recordings are taken in toilets, nappy changing areas or during intimate care.
- Where group photographs are taken for events, the nursery respects each family's permissions and reminds families not to share images of other children publicly without consent.

Online learning journals

Where an online learning journal is used, staff access it only through authorised devices and accounts. Management monitors use and staff must report any inappropriate access, message, image or safeguarding concern immediately.

Monitoring and breaches

Management may carry out proportionate checks of nursery devices, accounts and image storage. Any breach involving children, images, confidentiality or unsafe conduct will be considered under the Safeguarding and Child Protection Policy and relevant staff procedures.

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