



Chatham Nursery School

Mobile Phone, Wearable Technology & Camera Policy

Mission statement

Our nursery school community is dedicated to teaching every child to be a happy, confident and independent learner. We create a caring, inclusive and enriching environment where each child feels safe, supported and valued.

Aims

The welfare, protection and safety of every child in our care is of utmost importance and we take our responsibility to safeguard children seriously. There have been serious case reviews regarding the inappropriate and criminal use of mobile phones with cameras in Early Years settings.

Staff are completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education.

This policy outlines the protocols for the use of personal mobile phones, other wearable smart technology such as watches, and cameras in the nursery school.

Personal mobile phones and wearable technology such as smart watches

Mobile phones must be left in the phone safe located in the Chatham office, while children are in the classroom.

Members of staff can give out the school phone number (0151 233 1201) in case they need to be contacted in an emergency

In the event of a personal emergency, with the express permission from the Head of School or Executive Headteacher, personal mobile phones may be kept in the classroom when awaiting a call from an organisation where it is not possible to call back, e.g. NHS departments. However, any calls must then be taken in the staff room away from the children.

Mobiles may be used during breaks only from the offices, kitchen, zen den or outside the building.

If members of staff take their own mobile phones on outings, for use in case of an emergency, Head of School must be informed and they must not make or receive personal calls, as this is a distraction.

Smart watches must be in dark or theatre mode and may only be used for telling the time, when on duty with the children.

Cameras and iPads

Only designated nursery, password protected iPads are to be used to take any photo within the school or on outings.

Photographs and video recordings of children must only be taken for valid reasons i.e. to record their learning and development, or for displays within the school.

When taking photographs for use on our school website or promotional literature, images/videos may only be used if there is written permission to do so (found on the individual child's registration forms). Children will never be identified by name.

Photographs are taken and stored appropriately to safeguard the children in our care. They may be downloaded to our server or kept on iPads that are password protected. When they are no longer needed, they are deleted.

Camera and video use will be monitored by the Head of School and Executive Headteacher.

Images taken must be deemed suitable without putting the children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for all school iPads and cameras; these should be put away in the ICT cupboard, when not in use. Staff follow the Acceptable Use Policy at all times, part of our Online Safety Policy.

Under no circumstances can cameras of any kind be taken into the toilets or changing areas without prior consultation with the Head of School. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands for an information poster, then the Head of School must be asked first and staff must be supervised whilst carrying out this kind of activity.

Use of mobile phones/cameras for visitors

Parents and visitors are requested not to use their mobile phones whilst inside the school. The one exception to this is in Office Reception area, where families may use their phones, as there are no children present.

There is also an exception if a visitor's company operates a lone working policy that requires contact with their office periodically throughout the day. These visitors will be advised to use their mobile phone from either the office or the staff room where there are no children present.

Where parents request permission to photograph or record their own children at special events e.g. Celebration Day, they will be asked that they do not upload photos of other children to social media, and the reasons explained.

Students and volunteers must adhere to this policy.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

This policy forms part of our suite of safeguarding policies.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head of School or Executive Headteacher.

Concerns will be taken seriously, logged and investigated appropriately.

Monitoring and review

This policy was ratified on **26th November 2025** and will be reviewed every two years as a minimum. The next review date is **November 2027**.

In between updates, the policy will be updated when necessary to reflect local and national changes.