Little Monsters Day Nursery

Mobile Phones, Camera & Internet Policy

1. Policy Statement

The welfare, protection, and safety of children at Little Monsters Day Nursery is paramount. This policy sets out clear procedures for the use of mobile phones, cameras, and internet/social media to ensure children are always safeguarded. All staff; volunteers, parents, and visitors must follow these procedures.

2. Mobile Phones

Staff must remain fully attentive during working hours to provide high-quality care and education.

Key Rules:

- Mobile phones must be **switched off or on silent** and stored securely in the designated staff area during working hours.
- Phones may **only be used during breaks** in child-free areas.
- During outings, nursery mobiles should be used. Staff may only use personal phones in emergencies.
- **Personal phones must never be used** to take photographs or videos of children, staff, or nursery areas.

Monitoring and Concerns:

- Staff must report concerns about mobile phone misuse to the Manager.
- The Manager (or Deputy Manager in their absence) may inspect a staff member's phone if there is a concern.
- Any inappropriate material will be reported immediately to the **Local Authority Designated Officer (LADO)**, and guidance from LADO will be followed.

3. Camera Use and Photography

Photography and video recording are used to:

- Document children's learning and achievements in line with the **EYFS**.
- Display work and celebrate milestones (with parental consent).

Key Procedures:

- **Parental consent** must be obtained at registration before photographing or videoing children.
- Only **nursery cameras/iPads** may be used; personal devices are prohibited.
- Images must be appropriate, with children **fully dressed and comfortable**. Children must not be photographed if distressed or in compromising positions.
- Images are downloaded promptly to the nursery computer and **deleted from the camera**.
- Cameras must **never be used in bathrooms** unless approved by the Manager, and staff are supervised.
- **Parents and visitors** are not permitted to photograph or video children at nursery.
- **Official photographers** must be approved by the Manager, hold a valid DBS check, carry identification, and comply with nursery safeguarding procedures. Parental consent is required.

4. Internet and Social Media

- Photographs and videos of children **must not be uploaded to the internet** without explicit parental consent.
- Only the **Manager/Owner** may use images for promotional purposes online, and only with full parental consent.
- Staff must **not post on social media** in ways that could harm the nursery's reputation or compromise professional relationships with parents, colleagues, or children.

5. Safeguarding and Compliance

- Failure to follow this policy may lead to disciplinary action.
- This policy forms part of the nursery's **Safeguarding Policy**.
- All staff are required to read, understand, and sign this policy.

6. Policy Adoption

Nursery: Little Monsters Day Nursery

Date Adopted:

Signed (Staff): _____

Signed (Manager): _____