

E-Safety Policy:

Mobile Phones, Smart Watches, Cameras, iPads, Internet Usage

All nursery staff, including bank staff, agency staff and volunteers, are expected to keep **mobile phones** in the cloakroom. Staff are not permitted to carry their phones around with them, under any circumstances, during working hours. If staff are awaiting an emergency call or they have family members, particularly children, that may need to get in touch with them, then staff would need to give them the nursery contact number to be reached on. If any staff, including temporary staff, need to make an emergency call to a family member, again, they are able to use the nursery phone. By not having mobile phones available, staff are less distracted and completely focused on their work with the children. It also helps to prevent allegations against taking personal photos of children.

The only time that it is acceptable for staff to use or carry their phones is during their lunch break. Staff may use their phones in the staff room only at lunchtime.

Exceptions to mobile phone use:

- 1) If a child has a mobile phone which is set up by a medical professional to be used by staff and parents as a medical device, for example, if a child has diabetes, the device may be used to monitor glucose levels and to direct the child's pump to provide them with the necessary insulin.
- 2) A Nursery Mobile for use on outings, solely used by staff attending the outing to be able to get in touch with the nursery or parents, for example, in case of an emergency.
- 3) a non-camera/brick phone for use in the nursery outdoor areas in order to be able to reach staff who are located in the building and vice versa, **this will be brought into effect once the internal nursery phones stop working**, currently, the Estates department are keeping these lines open, therefore, the internal phones (previous handsets) can continue to be taken into the outdoor areas accordingly.

Smart Watches: Staff and visitors are permitted to wear smart watches while working at the nursery, on the understanding that these are switched onto 'do not disturb mode' while they are with the children. Ensuring that no phone calls or messages can be received or sent enables staff to give their full attention to the children and helps to safeguard all parties accordingly. This is checked by the Designated Safeguarding Lead (DSL) on a case by case basis.

Staff are only permitted to use **nursery cameras** in the nursery and during outings. All photos are deleted promptly after use, and everything is fully deleted at the end of every term; the DSL will check with colleagues that this has been completed. Under no circumstances must staff use their own cameras/phones for taking photos of the children or use cameras on phones, as detailed above. Photos are shared with parents via Google Drive under strict restricted access for named parents. Again, these photos are all deleted from the drive by the end of each term.

Parents and visitors are not permitted to use mobile phones at all in the nursery. The safety and wellbeing of our children is paramount and by there not being any opportunity, in nursery, to expose children to cameras on phones we are helping to safeguard them. Also, it can be unsettling for some children and interrupt their calm, learning environment if parents are using phones within the nursery. If parents need to take a phone call, as a matter of emergency, then we would ask them to do so outside the nursery building.

Photos at special nursery events are taken using the nursery professional camera or by the Students' Union Media and Comms team and then only if written permission has been sought from parents via their admissions forms. Photos are shared with parents after the event and deleted from the camera within 24 hours.

The nursery staff use **iPads** to play calming music (or for oral story telling use for older children) at rest time and for playing music during "wake up and shake up" and other music and movement sessions. Each room has their own iPad. The camera part of the iPad is completely concealed/not accessible. The iPads are always kept out of children's reach, on a high shelf within each playroom. At the end of the nursery day, they are locked away, along with the room cameras, in the nursery office (locked cabinet).

Children do not have **Internet access** in the nursery as we feel that they are surrounded by so much technology at home including the use of iPads. As part of our commitment to safeguarding children we do send home **an advice sheet regarding children's online safety for parents to follow.**

Parents, please also refer to the Government's screen use guidance, which was published in July 2026.

<https://www.gov.uk/government/news/new-screen-time-guidance-for-parents-of-under-5s>

Any laptops, PC'S or iPads (except when playing music or storytelling as described above) are only used by staff in separate rooms away from the children, for example, in the staff room or office area.

All children's personal information is stored in paper form in a locked cabinet in the office. Any emails that contain sensitive information regarding children and their families are sent via the egress secure system. Please refer to our GDPR policy for more information regarding storing information.

Nassiba Bensefia (Designated Safeguarding Lead/DSL) is the nursery's **named E-Safety person**. Regular online safety training is completed by Nassiba, the deputy DSL, Daneele Johnson and the Nursery Manager, Karen Roe accordingly.