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Mobile Phone & Camera Policy

Aim

At Beaminster Pre-school the welfare, protection and safety of every child is our highest priority. We take safeguarding extremely seriously and have a clear, robust policy to prevent the misuse of mobile phones, smart devices and cameras. This policy aims to protect children from the inappropriate capture or sharing of images and to ensure that staff remain fully focused and engaged during working hours.

Mobile Phones & Smart Devices

- Staff are not permitted to use mobile phones or smart devices during working hours in areas where children are present.
- Mobile phones must be stored in staff lockers or the designated box in the office throughout the working day.
- Smart watches (E.g. Apple watches) that allow messaging, calls or image storage are also not permitted during contact hours with children. Staff must remove these before starting their shift and store them in their lockers or the designated box in the office.

Break Times

- Staff may access their phones during designated breaks in the staff room or other child free areas only.

Emergency Contact

- In the event of a genuine emergency, staff may request temporary access to their phone with prior permission from the nursery manager or deputy.
- All routine or urgent contact during the day should go through the nursery landline.

Breaches and Monitoring

- Any member of staff found using a personal phone or smart watch in a prohibited area or time will be subject to disciplinary action in line with the Pre-school's safeguarding and staff conduct policies.
- The Pre-school Manager and elected Chairperson reserves the right to inspect the contents of a staff member's device if there are serious concerns about inappropriate use.
- If necessary, the Local authority designated officer (LADO) and police will be contacted immediately.

Visitors & Parents

- Parents and visitors are not permitted to use mobile phones while on nursery premises.
- All visitors must leave personal devices in the office and are accompanied at all times by a staff member
- Parents taking calls upon arrival or pick up will be politely asked to end the call or step outside.

Cameras & Capturing images

- Only designated nursery devices (Tablets and cameras) may be used to take photographs or videos of children.
- These devices must be:
 - Be stored correctly in a lockable cupboard when not in use.
 - Only be used for legitimate educational or developmental purposes.
 - Be checked and cleared weekly by the designated safeguard lead or manager

Storing & Sharing Images

- Images taken on a nursery device must never leave a child in a compromising or inappropriate position
- Images are downloaded to secure nursery storage systems

Consent & Data Protection

- Written parental consent is obtained upon registration regarding:
 - Use of their child's image for observation, records or displays.
 - Sharing images on our website and social media.
- No child will be included in digital records or publications without signed consent. This policy complies with UK GDPR and data protection act 2018 standards.

Outings & Off-site

- For all group outings, the designated staff member is allowed to take their personal phone for emergency use only
- Any photos will be taken with the pre-school tablet.

Staff Vigilance & Reporting

- All staff have a duty to remain vigilant and immediately report any concerns or breaches of this policy to the nursery manager or designated safeguard lead (DSL)
- Please refer to our whistleblowing policy for further guidance.

Information Retention:

All accident and incident forms are securely stored and retained for a minimum of 21 years and 3 months, in compliance with legal and safeguarding requirements.