8.2 – Mobile phones, Tablet, Camera and Smart Watch Policy.

This policy should be read alongside the Early Years Foundation Stage statutory framework, Working Together to Safeguard Children, Keeping Children Safe in Education where relevant, local safeguarding partnership procedures, the setting's safeguarding and child protection policy, whistleblowing policy, online safety policy, data protection policy and staff code of conduct.

We believe that staff should be completely attentive during their hours of working to ensure all children at Stowey Bears Preschool receive the best quality care and education. This is why personal mobile phones are not to be used during working hours. Our Preschool is aware of the growth of internet use and the advantages this can bring. However; it is also aware of the dangers and strives to support children, staff and families in using internet safely. As part of our commitment to Child Protection we need to ensure that there is no possibility of unauthorised media of the children being taken or shared online.

Within the Preschool, we do this by ensuring staff adhere to the following;

- Mobile phones should be stored safely in their individual lockers in the staff room.
- Mobile phones must be on silent or turned off during working hours.
- Mobile phones can only be used on a designated break – this must be away from the children.
- Staff may give out the Preschool phone number (Landline) to be used in case of an emergency 01278734636.
- Only approved devices to record/photograph in the setting (Preschool tablets and CCTV) – These are stored in the office overnight.
- All Preschool devices have restricted access and do not allow for unsupervised access to applications that require the internet (unless given permission from the Manager).
- Ensuring children are supervised using internet devices and the content is appropriate.
- Personal mobile phones should never be used to take photographs or videos of children or their families, unless it has been given permission from Manager on outing-event and must be deleted as soon as transferred onto relevant device.
- Staff have a whistleblowing responsibility to report other staff's misuse of mobile phones during setting opening times.
- If any of the above points are not followed then the member of staff involved **will face disciplinary action, which could result in dismissal.**

- The manager or deputy manager reserves the right to check the image contents of member of staff's mobile phone should there be any cause for concern over inappropriate use of it, should inappropriate material be found our Local Authority Designated Office (LADO) will be contacted immediately, as will the police. Guidance will be followed with regards to the dismissal of the staff member and asked to leave personal belongings and mobile phones in the office area.

Smart Watches and Fitbits.

The use of mobile apple watches/smart watches and Fitbit can be worn, however; these must be put on aeroplane mode or notifications turned off.

The use of smart watches is only to be used on staff breaks or in staff members own time in the designated (Child free) staff area.

It is the responsibility of all members of staff to be vigilant and to report any concerns to the Preschool manager (See whistleblowing policy)

Parents and visitor's use of mobile phones and cameras.

Whilst we recognise that there may be emergency situations which necessitate the use of mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the Preschool or when collecting or dropping off their children. Taking photos is strictly forbidden while in the Preschool unless otherwise notified by the manager.

Visitors will be asked to leave their phone in the office within the Preschool while they are spending time in the rooms with the children.

We have posters around the setting which states 'No phones allowed', must be adhered to at all times.

Preschool Tablets

We have Preschool tablets in our main rooms which has the camera enabled on them. These tablets are used to take pictures for the children's tapestry accounts as well as accessing the internet to write the observations for parents. All tablets are kept on site at all times, all staff have a password protected account and all tablets have pins allocated.

Every term we delete the photos stored on each tablet.

Updated: June 2026 – Review annually.

Rachel Penny.