

Use of mobile phones, cameras and technological devices model policy

September 2025

* Throughout this policy the term non-staff may include children, parents, visitors and contractors.

1. Use of personal mobile phones, cameras and other technological devices by staff, volunteers or students

Lancaster Lodge Childcare Ltd recognises that staff, volunteers and students may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that staff may also have other technological devices in their possession or within their personal belongings.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately or distract from the safe supervision of the children. The setting management has implemented the following policy:

- Personal mobile phones and other technological devices should only be used outside of working hours and not when children are present. All devices with imaging and sharing capabilities including Smart watches should have messaging and camera modes turned off if worn when working directly with children.
- Personal mobile phones and technological devices should be stored in staff lockers or in the staff room. The setting will need to consider where devices will be stored if lockers are not available given the potential safeguarding risks.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the manager or employer to use their mobile phone or a technological device.
- If a staff member, student or volunteer must use their mobile phone or technological device (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Consideration will be given to Staff or children who have a technological device to record medical needs such in the case of recording blood sugar levels. This will be risk assessed recognising the unique need of this device and the clear use of it for the individual.
- Staff, students or volunteers who ignore this policy and use a mobile phone or other technological device on the setting premises without permission may face disciplinary action.
- The setting's main phone number can be used for emergencies by staff or volunteers or by people who need to contact them.



- In circumstances such as outings and off-site visits, the nursery mobile phone for the relevant room/rooms are to be taken and used for emergency use, staff members personal devices are not to be used unless medically required
- Where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and may constitute evidence relating to a criminal offence, The 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

2. Use of personal mobile phones, cameras and other technological devices by non-staff*

Lancaster Lodge Childcare Ltd recognises that visitors may wish/be required to have their personal mobile phones and technological devices with them.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and other technological devices have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Mobile phones and technological devices must only be used away from the children and where possible, off site.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the setting manager to use their mobile phone.
- The setting's main phone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the setting manager and in accordance with the UK General Data Protection Regulation and Data Protection Act 2018 (UKGDPR) and using the 'Use of images consent form' (please refer to the setting's document 'Guidance for settings on the use of images').
- In circumstances where there is a suspicion that the material on a mobile phone or other technological device may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Child Protection and Safeguarding Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.
- Exceptions may be made when visitors need to use their device for medical recording such as in the case of recording sugar levels for a diabetic. The setting will risk assess the use of the device in this instance and remind the visitor of the strict use of the device for only this purpose.

** The setting will also need to consider children's possession and use of mobile phones and other technological devices brought to the setting and agree a clear protocol.*



3. Use of the setting's mobile phone, camera and technological devices

Lancaster Lodge Childcare Ltd provides a mobile phone and iPad/Tablet for staff, volunteers and students to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

- Only the technological devices belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events and off-site trips.
- Images must be used in accordance with the UK GDPR and Data Protection Act 2018.
- Cameras and technological devices should only be used where two or more staff members are present.
- The setting's mobile phone must only be used for work related matters and have no social media apps downloaded on to it.
- Where there is a safeguarding concern where abuse is suspected, the setting should not take images of a child's injury, bruising or similar even if requested by Children's Social Care. (Guidance for safer working practice for those working with children and young people in education settings, February 2022). The 'Log of Concern and Body Map' must be used to record all factual observations where abuse is suspected.
- In circumstances where there is a suspicion that the material on the setting's mobile phone or technological devices may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Child Protection and Safeguarding Policy').
- The setting's mobile phone and other technological devices remain the property of the setting at all times and should not be taken off the premises (except for outings or other off-site trips).
- The setting Designated Safeguarding Lead will be responsible for filtering and monitoring the use of devices within the setting, ensuring that they seek support from an IT specialist should there be concerns about the device and content.
- Recommendations for more information can be found from the UK Safer Internet Centre.
- Further consideration must be given to requirements within the Early Years Online Safety Considerations for Managers, UK Council for Internet Safety.

This policy was adopted on	Signed on behalf of the nursery	Date for review
March 2026	R. Burnham	March 2027