



E-Safety, Mobile Phone & Smart Watch Policy

Foresters Den Nursery

1. Policy Statement

At Foresters Den Nursery, the safety and welfare of all children is paramount. This policy ensures that children are protected from the risks associated with the use of mobile phones, smart watches, social media and digital technology. It supports staff in maintaining professional boundaries and full supervision at all times.

This policy should be read alongside our Safeguarding and Child Protection Policy, Staff Code of Conduct, Data Protection Policy and reflects the requirements of the EYFS (2024).

2. Staff Use of Mobile Phones & Smart Watches

To ensure children receive high-quality care and supervision at all times:

- Personal mobile phones must not be used during working hours and must be stored in a lockable box provided by the nursery for the duration of the session.
- Mobile phones may only be accessed during designated breaks, away from children.
- Staff must request permission from a manager if they need to check their phone during working hours due to exceptional circumstances.
- Smart watches must be placed on flight mode for the entire working shift.
 - Wi-Fi, data, notifications, calls and messaging must be disabled.
 - Management reserves the right to check compliance at any time.
- No device capable of taking photographs, recording video or audio (including smart watches or personal devices) may be used in the presence of children.

A work mobile phone is available for emergency use and essential nursery communication.

3. Photography, Recording & Data Protection

- Staff must never take photographs or videos of children on personal devices.
 - Nursery iPads are used solely for learning observations and documentation.
 - Once photographs or videos are uploaded securely to Family, they are deleted from the device.
 - All nursery devices are password-protected. Staff must not:
 - Share passwords
 - Download unauthorised apps
 - Access personal accounts on nursery devices
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4. Social Media & Online Conduct (Staff)

- Staff must not post any content on social media that:
 - Refers to Foresters Den Nursery
 - Identifies children, families or staff
 - Could impact the reputation of the nursery
 - Staff must not accept friend requests from parents while working at the nursery or while their child attends the setting.
 - Any pre-existing online relationships with parents must be disclosed to management.
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5. Disciplinary Action

Failure to follow this policy may result in disciplinary action, which could include dismissal.

6. Parents' & Visitors' Use of Mobile Phones & Smart Watches

To protect children's privacy and welfare:

- Parents, visitors, students and volunteers are asked to refrain from using mobile phones while on the premises, including during drop-off and collection.
 - Phones should be kept away and not used in playrooms or communal areas.
 - Visitors' phones must be stored in the office where required.
 - Parents and visitors must not take photographs, videos, voice notes or make video calls within the setting, including via smart watches.
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7. Social Media (Parents & Visitors)

Parents and visitors must not post, publicly or privately, any images, videos or information relating to children attending Foresters Den Nursery on social media platforms.

Any concerns regarding inappropriate online behaviour should be raised via the nursery's Complaints Procedure or Partnership with Parents Policy.

8. Reporting Concerns

Any breach or concern regarding the use of mobile phones, smart watches or digital technology must be reported immediately to the Designated Safeguarding Lead (DSL) or Nursery Manager. All incidents will be recorded and managed in line with safeguarding procedures.

9. Policy Review

- Policy reviewed: September 2025
- Next review due: September 2026
- Responsible person: Nursery Manager / DSL