

Mobile Phone and Electronic Device Use NMS 20.1

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world and we therefore need to be aware that this policy includes all devices including any fit bits that can receive calls or messages.

Mobile phones and other devices that accept calls, messages and video calling

The GGCA Children and Young People's Provision promotes the safety and welfare of all children attending our provision. We believe our staff should be completely attentive during their working hours ensuring children and young people receive good quality care and education.

To ensure the safety and well-being of children and young people we do not allow staff to use personal mobile phones, smartwatches and/or Fitbit during working hours. We use mobile phones supplied by the GGCA to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our online safety policy and acceptable IT use policies to ensure children and young people are kept safe when using the GGCA devices online

Staff must adhere to the following:

- Mobile phones/smartwatches/Fitbit are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/Fitbit can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches/Fitbit should be stored safely in the Children and Young People's Office at all times during the hours of your working day
- The use of GGCA devices, such as tablets, must only be used for GGCA purposes
- Any apps downloaded onto GGCA devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- Passwords / passcodes for GGCA devices must not be shared or written down and will be changed regularly
- During outings, staff will use mobile phones belonging to the GGCA wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only GGCA owned devices will be used to take photographs or film videos
- GGCA devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to the setting as soon as practically possible

Parents' and visitors' use of mobile phones and smartwatches

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the setting or when collecting or dropping off their children.

If you are found to be using your phone inside the setting you will be asked to finish the call or take the call outside.

We do this to ensure all children and young people are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child. Visitors are requested to leave their mobile phones or smart watches in the safety of the office where they will be locked away safely.

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

Photographs and videos

The GGCA recognise that photographs and video recordings play a part in the setting. We ensure that any photographs or recordings (including CCTV) taken of children in our setting are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on an annual basis to ensure permission still stands. Parents can also withdraw their permission at any time by emailing the Children and Young People's Development Officer on debbie@ggca.org.uk.

We ask for individual permissions for photographs and video recordings for a range of purposes including: for display purposes; for promotion materials including our website and all our social media platforms, the local press; funding and/or commissioning bodies and for security in relation to CCTV. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in the same way. Photographs and videos will never be taken in areas in which intimate care routines are carried out.

If a parent is not happy about one or more of these uses, we will respect their wishes.

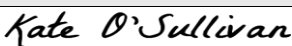

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the GGCA. The manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on GGCA mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the GGCA premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case, those children and young people who do not have consent for photos and/or video images will not be included in the group photos/videos. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas by parents and/or children/young people without permission from parents of all the children included in the picture.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025