



**Clapham &
Clapham Park
Montessori**

Policy on the Acceptable Use of Cameras, Mobile Phones, and other Electronic Devices

This policy sets out how mobile telephones, cameras and other electronic devices with imaging and sharing capabilities may be used in our nurseries. In relation to fitness watches, those that receive calls and messages are prohibited but ones that only have the capacity to count steps are allowed. More and more devices are technically capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to be included, in order to safeguard children. It must be understood and adhered to by all parties concerned without exception.

Mobile telephones and other electronic devices with imaging and sharing capabilities

At Clapham & Clapham Park Montessori we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children, we do not allow staff to use personal mobile telephones or other personal devices with imaging and sharing capabilities during working hours.

In exceptional circumstances, for example where a member of staff cares for a vulnerable person outside the nursery, they will be allowed to wear a smartwatch during working hours, to be able to receive notifications of a call, in cases of emergency. All other functions on the smartwatch will be disabled during these hours. In such circumstances, the member of staff will sign an agreement with the proprietors, stating the conditions of use.

We only use mobile telephones supplied by the nursery to call or text parents/carers.

Staff must adhere to the following:

- Mobile telephones, or other personal devices with imaging and sharing capabilities are either turned off or put on silent and are left in a designated place and not accessed during working hours except in the circumstances mentioned above
- Mobile telephones, or other personal devices with imaging and sharing capabilities can only be used during designated breaks or in staff members' own time and in a designated area away from the children
- Nursery devices, such as tablets, must only be used for nursery purposes
- The nursery devices will not have any social media or messaging apps on them, except those used by management for nursery purposes only
- The downloading of any apps onto nursery devices must be done only by management

- Passwords and/or passcodes for nursery devices must not be shared or written down, and will be changed regularly
- During outings, staff may carry their personal mobile telephones with them for the sole purpose of communicating with each other by text and/or phone call as required. Staff will only use the nursery's mobile telephone to contact parents/carers.
- Only nursery-owned devices will be used to take photographs or film videos. These devices will only be used in the presence of other staff
- Nursery devices will not be taken home with staff and will remain secure at the nursery when not in use
- Staff must delete images/videos from devices, or store them in agreed folders, once they have been used for their purpose. Managers will check image folders regularly
- If staff have a personal emergency, they are free to use the nursery's telephone or make a personal call from their mobile telephone in a designated area
- Staff should make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member
- In exceptional circumstances, if any staff member has a family emergency or similar and is required to keep their mobile telephone to hand, prior permission must be sought from the manager or deputy and the mobile telephone should be left in a designated place.

Parents' use of mobile telephones or other personal devices with imaging and sharing capabilities

Parents are kindly asked to refrain from using their mobile telephones, or other personal devices with imaging and sharing capabilities, whilst in the nursery or when collecting or dropping off their children. We will ask any parents using their phone/device inside the nursery premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and that the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents are requested not to allow their child to wear or bring in any personal devices with imaging and sharing capabilities. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

Visitors' use of mobile telephones or other personal devices with imaging and sharing capabilities

Visitors (including students on placement) are not permitted to use their mobile telephones or other personal devices with imaging and sharing capabilities whilst at nursery and are asked to leave them in a designated place for the duration of their visit. No mobile telephones or other electronic devices should be used (whether for making or receiving calls or for any other purpose) in the classroom.

Photographs and videos

At Clapham & Clapham Park Montessori we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or video recordings taken of children in our nursery are only done with prior written

permission from each child's parent(s) and we only share photos with parents in a secure manner. We obtain this permission when each child is registered.

We ask for individual permissions for photographs and video recordings to be taken for a range of purposes such as: uploading them to Transparent Classroom for recording a child's learning and development and sharing them with parents; for display purposes; and for promotional materials including our nursery website and any social media platforms that we use. We ensure that parents understand that where their child is also on another child's photograph, either in the background or as part of a group of children, that picture may be shared with the parents of those other children. We ask parents not to post photos that are shared with them on any social media websites or other platforms without permission from the parents of all the children included in the picture. Photographs and videos will not be taken in areas where intimate care routines are carried out.

If a parent is not satisfied with one or more of these uses, we will respect their wishes and find alternative ways of recording their child's learning and development.

Staff are not permitted to take any photographs or recordings of a child on their own personal devices with imaging and sharing capabilities, e.g. cameras, mobile telephones, tablets or smartwatches, and may only use those provided by the nursery. The manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Parents, and children, are not permitted to use any personal devices with imaging and sharing capabilities on the nursery premises without the prior consent of the manager.

During special events, e.g. Christmas plays or parties, parents may take photographs and video recordings only if all the parents of children present have given their consent. This will ensure all photographs and videos taken are in line with parental choice. We ask that photos and videos of such events are not posted on any social media websites or other platforms without permission from the parents of all the children included in the picture or video recording.

At Clapham & Clapham Park Montessori we use tablets to take photos of the children and upload these to their electronic learning and development records on Transparent Classroom. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to them.

We carry out routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the Whistleblowing Policy if they observe staff breaching these safeguarding procedures.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

This Policy on Acceptable Use of Cameras, Mobile Phones and other Electronic Devices should be read in conjunction with the Safeguarding Children and Child Protection Policy and Procedures.

Policy reviewed:	Signed on behalf of the nursery:	Date for next review:
April 2026	Ros Bowles and Lucía Gómez-Santana	April 2027