

Use of Electronic Devices Policy

Purpose

Aflah Nursery recognises that electronic devices play an important role in supporting communication, learning and the day-to-day operation of the nursery. This policy sets out the expectations for the safe, appropriate and professional use of electronic devices to safeguard children, protect confidential information and maintain high standards of professional conduct.

Policy Statement

The safety and welfare of children is our highest priority. All electronic devices must be used responsibly and in a manner that protects children's privacy, confidentiality and wellbeing.

Personal electronic devices must never interfere with the supervision of children or compromise safeguarding responsibilities.

Personal Mobile Phones

To safeguard children and minimise distractions, staff, students and volunteers must keep personal mobile phones switched off or set to silent and store them securely in the designated staff area during working hours.

Personal mobile phones must not be used:

- Whilst supervising children.
- To take photographs, videos or audio recordings of children.
- To access social media during working hours.
- To make or receive personal calls except during authorised breaks or in an emergency.

Parents and visitors are also asked not to use mobile phones to photograph or record children whilst on the nursery premises unless authorised by the Nursery Manager.

Nursery Electronic Devices

Nursery-owned devices, including tablets, cameras and computers, may be used for educational purposes, observations, assessments and communication with parents.

Only authorised nursery devices will be used to photograph or record children. Images will be taken only with parental consent and stored securely in accordance with the nursery's Data Protection Policy.

Staff must not transfer nursery photographs or confidential information onto personal devices.

Internet and Social Media

Electronic devices provided by the nursery should only be used for legitimate nursery business and educational purposes.

Staff must:

- Use the internet responsibly and professionally.
- Always protect confidential information.

- Never publish photographs, videos or information relating to children or families on personal social media accounts.
- Maintain professional boundaries when using social media.
- Follow the nursery's confidentiality and safeguarding procedures when communicating electronically.

Any inappropriate use of electronic devices or social media may be treated as a disciplinary matter.

Smart Watches and Wearable Devices

Smartwatches and other personal wearable devices capable of taking photographs, recording audio or video, accessing the internet, sending or receiving messages, or sharing information must not be used whilst staff are working directly with children.

Where such devices are brought onto the premises, any camera, recording or communication functions must not be used within the nursery provision, and Bluetooth on the device should be turned off. If you are wearing a smart watch that does not have the capability, it should not be connected to any device that can. The Nursery Manager may require devices to be stored securely alongside personal mobile phones when necessary to safeguard children.

No personal electronic device may be used to photograph, record or store information about a child.

Monitoring and Review

Any concern that the use of an electronic device may constitute a safeguarding concern, breach of professional boundaries or inappropriate recording or sharing of children's information will be reported immediately to the Nursery Manager and/or DSL and managed in accordance with the Safeguarding and Child Protection Policy. Where the concern relates to the conduct of an adult working with children, the nursery's allegations or low-level concerns procedures will be followed as appropriate.

Date Approved: August 2026

Review Date: August 2027

Aflah Nursery