The Lloyd Williamson Nurseries

Mobile Phone and Camera Policy

2026-2027

Updated by Ramona Cristea and Lucy Meyer
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To be read in conjunction with our Bring Your Own Device (BYOD) /E-safety policy

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Please note – our children are very young and no mobile phones may be brought to nursery– children may not wear smartwatches etc.

1. Introduction and aims

At Lloyd Williamson Nurseries we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour. Please refer to our BYOD /E-safety policy
- This policy also aims to address some of the challenges posed by mobile phones in nurseries , such as:
- Risks to child protection
- Data protection issues
- Risk of theft, loss, or damage

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices including smart watches or any technology which can record or send messages/ photographs etc

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education 2025.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The SLT responsible for monitoring the policy every two years or as necessary e.g. in line with new legislation, reviewing it, and holding staff accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, in any area of the nurseries or on nursery premises, including outdoors with the exception of designated staff rooms/offices. Use of personal mobile phones must be restricted to non-contact time and only when not on duty. Mobile phones may not be used in working hours for any reason. When arriving/leaving the nurseries phones must be secured on the person or in a bag and not used until the staff member is off nursery premises. Outdoor areas are included in the definition of nursery premises.

Ignorance of these rules is not an excuse as all staff must keep aware of policies.

When phones are in the staff rooms/offices during working hours, they must be on silent or turned off. For emergencies, staff's family etc may contact them via the main nursery landline number (PGT1 0207 243 3331) PGT2 (0207 243 6548). E.g. for:

- Emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

4.3 Safeguarding

Staff must not give their personal contact details to current or former parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

If it is necessary to take photos or recordings as part of an activity, this must be done using school equipment e.g via Tapestry

4.5 Work phones

For trips etc staff are provided with a nursery mobile phone - this are basic models and are only used to communicate to the nursery in case of emergency. Staff may not use these for personal use.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes to make or receive calls
- Ensure that communication or conduct linked to the device is appropriate and professional at all times

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including contractors) must adhere to this policy.

This means:

- Not taking pictures or recordings of pupils, unless it's at an event e.g. Christmas concert or graduation. of
- Using any photographs or recordings for personal use only

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

If contractors need to use phones e.g. to do gas readings they must only use them for this purpose. They must declare this when arriving at the nurseries and be accompanied at all times by Corne Meyer or a senior member of staff.

6. Parents/carers, visitors and volunteers (including contractors) must adhere to this policy.

This means:

- Not taking pictures or recordings of pupils, unless it's at an event e.g. Christmas concert or graduation.
- Using any photographs or recordings for personal use only

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.
If contractors need to use phones e.g. to do gas readings they must only use them for this purpose. They must declare this when arriving at the nurseries and be accompanied at all times by Corne Meyer or a senior member of staff.

7. Loss, theft or damage

Staff bringing mobile phones, smart watches etc to the nurseries must ensure that the phones/devices are stored securely in staff rooms. We do not accept responsibility for loss or damage.

Camera Use

Aims

Staff at The Lloyd Williamson Nurseries use photographs and cameras for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and learning resources

Use of Photographs

Photographs are used extensively throughout the nurseries for a variety of purposes. Generally staff take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition we use photographs for:

Photographs	*Purpose*
Displays of children's work	*A record of ideas and topic references for future use*
Examples of children's play	*As a part of an individual child's profile given to parents at the end of the year.*
Nursery rooms	*To show the range of activities for visitors and parents*
Nursery Prospectus and Parents Handbook	*To explain the work of the nursery to current and prospective parents and also visitors*
Special events and festivals	*As a record of the school year and for children and parents to look at and talk about*
Birthday display	*Used as a class resource for talking about birthdays, months of the year etc*
Photographic maps of the school and local environment	*A resource for topic work usually focused in on Knowledge and Understanding of the World*
From home in the All About Me topic	*To act as a link between home and school*

Camcorders are also occasionally used in the nurseries usually for the purpose of recording school concerts or other such events like Sports Day, Graduation etc.

Points to Consider

We are aware of the need for sensitivity when taking photographs or digital camcorder footage and observe the following:

- The child does not object to having his/her photograph taken
- Photographs are used to show positive issues (e.g. a piece of work that the child has worked hard on or is pleased with, children/staff being co-operatively)
- We are inclusive so that gender, race, special educational needs, and differing abilities are reflected in a balanced way
- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups
- Parents give permission (have filled in a consent form) for staff to take photographs and can object in writing to the Director

- We do not allow people outside of the nursery (other than recognised parents from the school) to take digital pictures or camcorder footage.

Where photographs, videos or even samples of children's work are to be displayed outside school we seek parental permission for this to happen (see consent form).

Examples of this are the nursery website, newsletter, newspaper reports, publicity or exhibitions of children's work.

Students, visiting professionals or researchers who need to take photographs or videos as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way.

Parents are made aware of our use of cameras, and the location of this policy through the Parents Handbook and have the opportunity to voice any concerns at any time.

Parents Photographing and Videoing Children at School
Parents may take photographs of school events subject to ordinary courtesies such as not obscuring the view of other audience members or distracting the children.

It is, however, important to note (and to advise parents if necessary) that photographs and/or camcorder footage should not be published in print or digitally (e.g. on third party websites) without the approval of the parents of all the children featured in the photograph/video. This applies both to individuals and to schools. Addresses and/or any other personal information should never by published in association with photographs

Reviewed October 2026

Lucy Meyer