

**Use of Technology
Policy**

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(2025–2026)**

Use of Technology Policy

1. Policy Statement

At Paradise Early Years Nursery we are committed to safeguarding and promoting the welfare of every child in our care. We recognise the increasing role of mobile phones, cameras, tablets, smart watches and social media and the associated risks. This policy sets out our approach to the use of mobile phones, cameras and social media within the nursery setting to ensure safe practice, in line with:

- The EYFS Framework (including its requirement that “working with electronic devices with imaging and sharing capabilities” is addressed)
- The Data Protection Act 2018 / UK GDPR (for the secure handling of personal and sensitive data)
- KCSIE 2025 statutory safeguarding guidance, including the renewed emphasis on online safety, emerging technologies and professional boundaries.
- Our duty to provide a safe environment for children and to maintain high standards of professional conduct.

This policy applies to all staff (including volunteers, students), parents/carers, visitors and contractors who enter or work within our nursery.

2. Aims

- To protect children from the risks associated with misuse of mobile phones, smart-watches, cameras and social media.
- To provide clear expectations for staff, parents, visitors and other users about appropriate usage of these devices and platforms.
- To ensure that the use of devices does not detract from supervision, interaction and care of children.
- To ensure compliance with data protection, safeguarding and online safety obligations.
- To maintain professionalism in our social media and digital communications and safeguard the reputation of the nursery, staff, children and families.

Use of Technology Policy

3. Use of Mobile Phones & Other Personal Electronic Devices

3.1 Staff and Volunteers

- Personal mobile phones, smart-watches and other personal electronic devices (including those which can take images, record video/audio or connect to the internet) must be **switched off or on silent** and stored in a designated secure area (e.g., staff locker/ cupboard) during working hours, especially when staff are supervising children.
- Use of personal mobile phones (calls, texting, checking apps, internet use, camera use) is permitted **only** during designated break times and in an area away from children (e.g., staff rest room or office).
- Under no circumstances should a personal mobile phone/device be used for photographing or videoing children or for storing children's images. Only nursery-approved devices may be used for these purposes (see Section 4).
- Personal mobile phones/devices must **not** be connected to the nursery's secure network unless explicitly authorised; if staff wish to use WiFi for personal devices they must use a guest or separate network (if provided) or obtain prior permission.
- Staff must not use personal mobile phones to contact parents/carers regarding the nursery, children's progress, or incidents except via designated nursery-approved communications channels.
- In exceptional/emergency circumstances (e.g., staff outing where nursery phone fails) a personal mobile phone may be used, but **only** with prior agreement from the Manager/Designated Safeguarding Lead, and only for the agreed purpose. The device must be switched off otherwise and no images/videos of children may be taken.
- Smart-watches or other wearable devices which have camera, video or audio recording or internet/social-media capabilities are treated as mobile phones and subject to the same restrictions.
- Staff should be aware that KCSIE 2025 emphasises online safety and professional boundaries: staff must maintain appropriate conduct in their personal and professional digital presence as this can impact the setting's safeguarding environment.

3.2 Parents, Carers, Visitors and Contractors

- Parents/carers, visitors, contractors and anyone else entering the nursery premises must follow the mobile phone and electronic device rules of the nursery.

Use of Technology Policy

- Personal mobile phones and other devices with imaging/recording/sharing capabilities must not be used within the nursery rooms or within sight/hearing of children unless they are on silent and in a designated area away from children (e.g., reception).
- Parents/carers must be asked to refrain from making calls, texting, photographing or videoing in the nursery unless in a designated area (e.g., waiting room) and with permission from the Manager. If a parent/carer is found using their phone inappropriately, they may be asked to finish the call outside or in the designated area.
- Children must not bring mobile phones or personal devices with imaging/sharing capabilities into the nursery unless there is a specific reason and agreed by the Manager (e.g., child with special needs) and then the device must be kept securely, switched off, stored away from children's access.
- The nursery will provide clear guidance to parents/carers about how and when images may be taken (e.g., at pick-up times).

4. Use of Cameras, Tablets and Nursery-Approved Devices

- Only devices authorised by the nursery (nursery-owned cameras, tablets, mobile phones with limited capability) may be used to capture photographs or videos of children. Use of personal devices for this purpose is prohibited.
- Photographs or videos must only be taken for legitimate nursery purposes (assessment, monitoring children's progress, displays, permitted promotional use) and should always reflect children in appropriate clothing, with their dignity respected.
- Written consent must be obtained from parents/carers at the time of registration (and renewed if necessary) for images/videos of their child being used for the learning journal, display, website, social media or promotional materials. Where children appear in photographs with other children, the nursery must clarify how those images may be used and whether parental consent covers those uses.
- Images must be stored securely in compliance with data protection/security policies. Devices used must be password/pin protected; images transferred to secure storage as soon as practicable; devices should not be taken home unless agreed and subject to secure transport/storage rules.
- Storage of images should be restricted to the minimum period necessary and deletion/archiving procedures must be clearly defined. Parents must be informed how long images/videos will be retained and when they will be deleted.

Use of Technology Policy

- Photographs/videos must not be taken in areas of intimate care (toileting, changing) unless absolutely necessary for safeguarding (in which case this must follow the safeguarding policy and parental consent).
- Use of images for social media or promotional purposes must comply with the parental consent obtained, must not identify children by name or location in a way that could place them at risk, and must remove metadata (such as location tags) before publishing.
- The nursery must keep a register/log of usage of any nursery-owned mobile/tablet/camera device: who used it, when, what for, where images/videos have been stored, when they will be deleted or archived.
- As KCSIE 2025 emphasises online safety and data security, the nursery should ensure its image-use policy and device-use processes consider emerging risks (including AI-manipulated images, deepfakes, misuse of sharing apps).

5. Social Media and Digital Communications

- Staff must not post any images, videos or information relating to children, parents/carers or colleagues on personal social media accounts that may identify children in the nursery or link children to the nursery.
- Staff must not accept “friend” or “follower” requests from parents/carers on personal social media accounts, nor should personal social media accounts be used to discuss or share information about the nursery, children or families.
- Communication with parents/carers via social media or messaging apps must only be conducted via approved nursery channels (e.g., nursery-owned accounts, parent portal) and must follow the nursery’s Social Media/Communication Policy.
- Nursery social media accounts (e.g., Facebook, Instagram, TikTok, WhatsApp groups, closed parent-only portals) must be managed only by authorised personnel. Posts must be approved and reflect the nursery’s ethos, safeguarding approach and data-protection responsibilities.
- Staff must ensure that any mention of the nursery, its children, families or events on personal social media does not compromise confidentiality, professional boundaries or safeguarding.
- Parents/carers should be reminded of safe social media practices (for example: not posting images of other children without consent, not tagging children in posts, removing geo-location data). The nursery may provide guidance or a note to parents to this effect.
- The nursery will maintain a clear Digital Communications Charter for staff, which addresses: what is acceptable use of social media, what constitutes professional

Use of Technology Policy

misconduct, how to respond to negative or safeguarding-related comments, and how to escalate concerns.

- The nursery will ensure that staff receive training/refresher updates on social media and digital communications as part of safeguarding/online-safety training. KCSIE 2025 emphasises online/digital safety as a core piece of safeguarding.

6. Breaches of Policy

- Any breach of this policy by staff, volunteers or third-parties may be treated as a disciplinary matter (up to and including dismissal) in line with the nursery's disciplinary procedures.
- Serious violations (for example unauthorised taking or sharing of images, misuse of social media, device misuse resulting in safeguarding risk) may lead to referral to the relevant safeguarding authority or the Police, and may constitute gross misconduct.
- Any concern or suspicion about inappropriate use of mobile phones, cameras, smart-watches or social media (by staff, visitors, parents or other children) must be reported **immediately** to the Manager/DSL. The Manager should preserve any device or image evidence intact and follow the nursery's safeguarding procedures (in line with KCSIE 2025's emphasis on timely reporting).
- The nursery will maintain an incident log of any misuse of devices or images (what happened, who was involved, what action was taken) and will review patterns/trends as part of its safeguarding review.

7. Implementation and Staff Training

- All staff, volunteers, students on placement and regular visitors must read and sign the policy on induction and annually thereafter.
- Parents/carers must be informed of this policy at the point of registration, asked to agree to device/photograph/social-media permissions and reminded of their responsibilities.
- The Manager will monitor compliance, carry out spot-checks of devices/storage, ensure secure storage of images and devices, and review incidents relating to device misuse.
- Training will be provided for staff on safeguarding and online-safety issues relating to mobile phones, cameras, image-sharing, social media (including emerging risks

Use of Technology Policy

such as AI-image manipulation). KCSIE 2025 reinforces the need for all staff (including governors/trustees) to be aware of online safety.

- The nursery will incorporate into its risk-assessment process any device or image-use risks (for example outings where devices may be taken off-site, parents' use of mobile phones, children's own devices) and implement mitigating actions accordingly.
- The Manager will ensure there is an annual review of practice, including reviewing this policy, the device/ image logs, feedback from staff/parents, incident trends, and any changes in legislation or guidance.

8. Policy Review

- This policy will be reviewed at least **annually**, or sooner if there are changes in legislation, guidance (such as KCSIE updates), significant safeguarding concerns or changes in technology/usage.
- The review will include: new device types (e.g., smart-glasses, AI-enabled devices), changes to social media platforms, incidents or near-misses, feedback from staff/parents, and emerging risks (such as AI-manipulated imagery, deep-fakes).
- Updates to the policy will be communicated promptly to all staff, volunteers, parents/carers and relevant stakeholders.