



# Southeast Cornwall Multi Academy Regional Trust

## SMART Nurseries

### Mobile Phones and Cameras Policy

Date	Changes
10/03/25	First draft
24/03/25	Circulated to LC
26/03/25	Approved by LGC

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#### Introduction

This policy outlines the expectations for SMART Trust staff working in our Nurseries (including wrap around care for the early years age group) to ensure safeguarding practice is in line with statutory requirements and best practice around the use of mobile phones and cameras.

We expect our Nursery Leads to be aware of relevant guidance and advice and to share relevant expectations and protocols with all staff working within our Nurseries:

[https://EYFS\\_statutory\\_framework\\_for\\_group\\_and\\_school\\_-\\_based\\_providers.pdf](https://EYFS_statutory_framework_for_group_and_school_-_based_providers.pdf)

['Online Safety Guidance for Practitioners'](#).

Staff must adhere to the following with respect to personal devices and photographs/videos:

- Mobile phones/cameras/smart technology devices are either turned off or on silent and not accessed during your working hours
- Mobile phones/cameras/smart technology devices can only be used on a designated break
- Mobile phones/cameras/smart technology devices should be always stored safely with personal belongings during the hours of your working day

- During events or external visits photographs must not be taken of the children on any phones/cameras or any other information storage device.
- To provide images for newsletters or social media, staff will use the approved school device to take photos of the children and record these directly into a designated school Social Media folder before deleting the images on the device. We ensure that these devices are used for this purpose only and do not install applications such as social media sites on to these devices.
- Staff should not upload any images, children's names or school related content to social media sites without approval from the Headteacher/Nursery Lead. Relevant consents will be checked before content is uploaded. This includes staff's personal social media accounts.

## **Parents/Visitors/Contractors**

All visitors to the Nursery will be advised that mobile phones or cameras are not allowed to be used on the Nursery site, other than with strict agreement with the Headteacher/Nursery Lead and under supervision.

***Breaches in relation to the above will be considered in line with the relevant Trust policies including:***

***The Safeguarding Policy / Code of Conduct Policy / Disciplinary Policy / Acceptable Use Policy***