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Next review:	March 2028
Approved by:	Governing Body
Responsibility of:	Jonelle Yeoman
Local Authority or School Policy:	School



Brougham Street Community Nursery School Mobile Phone and Social Media Policy

Nursery School Social Media and Mobile Phone Policy

Purpose

This policy is designed to:

- Safeguard children in our care.
- Protect the privacy and rights of children, parents/carers, and staff.
- Provide clear guidance on the appropriate use of mobile phones and social media.
- Ensure compliance with safeguarding and data protection requirements.
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Scope

This policy applies to:

- All staff, including permanent, temporary, and volunteer workers.
- Students and trainees.
- Parents/carers and visitors while on nursery premises or during nursery activities.

Mobile Phone Use

Staff Use

- Staff must not use personal mobile phones in areas where children are present.
- Mobile phones must be stored securely in designated staff areas during working hours.
- Personal calls, messages, or social media use are only permitted during designated breaks and in staff-only areas.
- Staff must not use personal devices to take photographs or videos of children.

Nursery Devices

- Only nursery-owned devices may be used to take photos or videos of children.
- These devices must be password protected and securely stored when not in use.
- Images must only be used for approved purposes eg Tapestry posts and in line with parental consent.

Parents/Carers and Visitors

- Mobile phone use is not permitted in areas where children are present.
- Photography or recording is strictly prohibited unless explicitly authorised (e.g., special events with consent).
- Visitors may be asked to store phones securely or refrain from use while on site.

Photography and Video Recording

- Written consent must be obtained from parents/carers before any images of children are taken or used.
- Images must be stored securely and only accessed by authorised staff.
- No images of children should be shared via personal devices, messaging apps, or social media.
- Staff must never upload or share images of children online.

Social Media Use

Staff Responsibilities

- Staff must not post any information, images, or comments relating to the nursery, children, or families on personal social media accounts.
- Staff must not "friend" or communicate with parents/carers via personal social media accounts.
- Confidentiality must be maintained at all times, both online and offline.
- Any concerns about inappropriate social media use must be reported to the Senior

Leadership Team

- Staff must not bring the nursery into disrepute when using social media and must remember that they are professionals

Nursery Social Media Accounts

- Only authorised staff may post content on official nursery social media accounts.
- Content must be appropriate, professional, and in line with safeguarding policies.
- No identifiable images of children will be posted without explicit parental consent.
- Comments and interactions must be monitored and managed appropriately.

Parents/Carers

- Parents/carers are asked not to post images or videos of other children on social media.
- During nursery events, guidelines on photography and sharing will be clearly communicated.

Safeguarding

- Any misuse of mobile phones or social media that could pose a risk to children will be treated as a safeguarding concern.
- Incidents must be reported immediately to the Designated Safeguarding Lead (DSL).
- Breaches of this policy may result in disciplinary action.

Data Protection

- All personal data, including images, must be handled in accordance with data protection legislation.
- Devices containing personal data must be secure, encrypted where possible, and accessed only by authorised personnel.
- Data breaches must be reported in line with nursery procedures.

Monitoring and Compliance

- The nursery reserves the right to monitor the use of its devices and systems.
- Staff must cooperate with any investigations into potential breaches.
- Regular training will be provided to ensure understanding of this policy.