



EYFS: 3.1 – 3.8

At The Village Nursery Group we recognise that photographs and video recordings play a part in the life of the nursery. We ensure that any photographs or recordings taken of children in our nursery are only done with prior written permission from each child's parent and we only share photos with parents in a secure manner. We obtain this when each child is inducted into the setting and we update it on a regular basis, usually at room transition times, to ensure that this permission still stands. Electronic devices are password and /or PIN protected.

Parents, children and visitors to the setting

We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child's learning journey, for display purposes, promotion materials including our nursery website, Facebook, brochures and the local press. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey. If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning. Parents are made aware of the Privacy Notice for the setting, which can be found on the nursery website or requested from the Nursery Manager.

Parents and visitors are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the nursery premises without the prior consent of the manager. During special group events, (e.g. nativity or school leaving parties), parents are not permitted to take photographs or video. These will be taken by nursery staff and will be shared with parents, in line with permissions.

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care, parents and visitors are asked to refrain from using their mobile telephone whilst in the nursery or when collecting or dropping off their children.

Supporting Documentation: Smartwatch and Fitness Tracker Record, GDPR Parent Privacy Notice, Acceptable Use Policy, Data Protection & Confidentiality Policy, Whistle Blowing Policy, Parents and Carers as Partners Policy, Complaints and Compliments Policy



Parents are not to allow their child to wear or bring in devices that may take photographs or record videos. This includes smartwatches with these capabilities, for example a Vtech smartwatch. This ensures all children are safeguarded and also protects against potential damage to children's property at nursery.

Staff/parents/visitors are invited to share any concerns regarding inappropriate use of mobile phones, smartwatches or recordable devices through our existing procedures (please refer to the parents and carers as partners policy, complaints and compliments policy, whistleblowing policy and the grievance policy).

Staff, students and volunteers

At The Village Nursery Group we promote the safety and welfare of all children in our care. Our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones during working hours. We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

On occasion we understand that some staff undergoing training might be asked to participate in recorded conversations via a recordable device. This can occur where the manager and staff member agree and where this is conducted away from children and other staff.

Staff are permitted to wear smartwatches or a fitness tracker, on the basis these devices do not have an in-built camera. We advocate health and well-being of our staff and understand that these devices can be used to record daily physical activity, together with other data relating to fitness or health, such as the number of calories burned, heart rate, etc. Smartwatches and some fitness trackers have the ability to show notifications of calls and texts, but this feature must be turned off when worn by staff working directly with children. This will be monitored by the manager.

Supporting Documentation: Smartwatch and Fitness Tracker Record, GDPR Parent Privacy Notice, Acceptable Use Policy, Data Protection & Confidentiality Policy, Whistle Blowing Policy, Parents and Carers as Partners Policy, Complaints and Compliments Policy



If staff are wearing a **smartwatch or fitness tracker** at nursery then they must adhere to the following:

- All functionality which allow notifications or calls, texts and applications other than that associated with tracking personal fitness or health must be turned off at the start of each shift at nursery.
- Smartwatches or fitness trackers with a camera (video or picture) functionality are not permitted to be used or worn in nursery
- It is staff's responsibility to confirm with the Nursery Manager that the type of device is suitable to be worn at nursery and this is to be recorded on the 'Record of staff wearing a smartwatch or fitness tracker' kept in the office.
- Staff must read this policy and sign to say that they understand their responsibilities under this policy.
- Managers or DSL must conduct regular and unannounced checks on staff devices to check staff are adhering to the points in this policy
- Staff must follow the whistleblowing procedure should they have concerns relating to staff not following this policy.
- If any of the above points are not followed, then the member of staff involved could face disciplinary action.

Staff must adhere to the following when using **mobile phones and other recording devices**:

- Mobile phones are either turned off or on silent and are not accessed during your working hours.
- Mobile phones can only be used on a designated break and this must be away from the children.
- Mobile phones should be stored safely in **staff lockers** (where available) or **in the office or staffroom** (your manager will always advise) during the hours of your working day.
- During outings, staff will use mobile phones, tablets or cameras belonging to the nursery only.
- Staff must follow the whistleblowing procedure should they have concerns relating to staff not following this policy.
- If any of the above points are not followed then the member of staff involved could face disciplinary action, which might result in dismissal.

Supporting Documentation: Smartwatch and Fitness Tracker Record, GDPR Parent Privacy Notice, Acceptable Use Policy, Data Protection & Confidentiality Policy, Whistle Blowing Policy, Parents and Carers as Partners Policy, Complaints and Compliments Policy



- Personal cameras and electronic devices are not permitted to be used in the nursery at any time (near to children) and may be used with **prior permission** away from children (Laptop for work etc)

Parents' use of mobile phones and smartwatches

Parents are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children. We will ask any parents using their phone inside the nursery premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child

Visitors' use of mobile phones and smartwatches

Visitors are not permitted to use their mobile phones or smart watches whilst at nursery and are asked to leave them in a safe secure place/nursery office for the duration of their visit.

As technology changes and adapts, we understand that the so will the devices capabilities. Therefore, this policy will be updated and reviewed frequently and in line with the changes that technology brings

Staff use:

Staff name	
Staff signature (agreeing to adhere to policy)	
Date of signature	
Completed record of Fitness Tracker/Smartwatch Document (where appropriate)	



Date this policy was reviewed	Signed on behalf of the nursery	Date for review
Dec 18 July 2019 January 2020 Jan 2021 Revised sept 2021		Jan 2021 Jan 2022 Sept 2022

This policy refers to all storage devices including cameras, mobile telephones and any other recording devices including smartphones and Smartwatches. This policy replaces the 'Use of camera, mobile phones and other recording devices policy' and the 'mobile phone, Smartwatches and social networking policy'. Social networking is now covered within its own Policy.