



Camera & Mobile Phone Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

Version: 2.0

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Next review: June 2027 / Mehefin 2027

Approved by: Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

1. Policy Statement

Bijou Day Nursery & Crèche recognises the safeguarding risks associated with camera and mobile phone use in childcare settings. This policy sets out clear rules for the use of cameras, mobile phones, and any devices with photographic or recording capability within the nursery. The welfare and safety of children is paramount.

This policy complies with the Child Minding and Day Care (Wales) Regulations 2010 (as amended), the National Minimum Standards for Regulated Childcare (2016), the UK GDPR and Data Protection Act 2018, and CIW guidance on the use of technology in childcare settings.

2. Staff Mobile Phones

- Personal mobile phones must be stored securely in staff lockers or a designated storage area during working hours — they must **not** be carried in rooms where children are present
- Staff may access their personal phones during designated break times only, in the staff room or outside the childcare area
- Smart watches with camera or messaging capability must be placed in silent mode and cameras/messaging disabled, or stored with phones
- Any staff member found using a personal phone in a childcare area will face disciplinary action

3. Nursery Devices

- The nursery provides designated devices (tablets/cameras) for capturing children's learning and development — only these are used for photographing children
- Nursery devices are password-protected and do not have SIM cards or access to personal social media accounts
- Images are downloaded to the nursery's secure system regularly and deleted from devices
- Nursery devices remain on the premises at all times (except for outings, where specific protocols apply)

4. Photographs & Consent

- Written consent is obtained from parents at registration, specifying: learning journals, displays within the nursery, website, social media, local media
- Parents can withdraw or change their consent at any time
- Children whose parents have not consented are not included in group photographs or, where possible, are positioned out of frame
- Images are stored securely and deleted when no longer needed

5. Parents & Visitors

- Parents and visitors must not use mobile phones, cameras, or recording devices in childcare areas
- At nursery events (e.g., Christmas concerts, sports days), parents may photograph or film **their own child only** — this is communicated in advance and a reminder is given at the event
- Parents must not share photographs or videos that include other children on social media without the express consent of those children's parents

6. CCTV

- CCTV may be used for security purposes at entry/exit points and external areas only — never in childcare rooms, toilets, or changing areas
- CCTV footage is stored securely with restricted access and retained for a maximum of 30 days before secure deletion
- Appropriate signage is displayed to inform visitors of CCTV use

7. Staff Training

- All staff receive training on this policy during induction
- The policy is revisited during annual safeguarding refresher training

8. Related Policies

- Safeguarding & Child Protection Policy
- Data Protection & Confidentiality Policy
- E-Safety & Online Safety Policy