



Smart Technology Policy

Kids2Day Pre-School fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones and smart technology that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the setting's smart technology policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

Staff use of mobile phones/smart technology

Personal mobile phones/smart watches or any smart technology belonging to members of staff are kept in a locked tin which is kept in the Pre-School office during working hours. Staff are allowed to access their devices when taking their lunch break. However, if an outside outing has been organised, a senior member of staff has the authority to take a personal mobile phone with them incase contact and communication is needed with the Pre-School or soft play management downstairs.

If a member of staff needs to make an urgent personal call they can use the Pre-School phone or make a personal call from their mobile in the Pre-School office. (Ensuring management are aware of this)

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Manager or Deputy. If agreed then the staff member shall keep their phone on silent/vibrate within their bumbag until it is needed. It is only then they may access their phone within the preschool office out of sight from the children within the setting.

The directors of Kids2Day Pre-School and Kids2Day Ltd have authority to have access to their work mobiles throughout the site for work related activities for both companies but only within the office of preschool. If working within the room then the phone needs to be locked away and adhere to the same policy of all staff and visitors.

Under no circumstances may staff use their personal mobile phones/smart watches to take photographs at the Pre-School during working hours.

Visitors' use of mobile phones and smart technology

In the interest of safeguarding we ask all parents and visitors not to use their phones or other technological devices on Pre-School premises. Upon entering the preschool a member of staff must ensure visitors have signed in and request that any mobiles/keys/smartwatches belonging to them are kept in a basket in the office for safeguarding reasons and to protect the children within the setting. The parents may ask for their personal belongings back upon leaving the setting. Taking of photographs by parents or visitors is **strictly prohibited**. If a parent would like to have a photograph of their child involved in an activity or at play, they can ask a member of staff to take one

using the Pre-School camera/mobile. Upon this, when the requested photos get uploaded to the child's individual blossom account, the photos shall be removed from the preschool mobile afterwards.

To further safeguard our children and the information that is stored upon the preschool phones, at the end of the working day the Manager/Deputy will securely turn off and lock away the preschool phones within a locked tin. The locked tin then is placed within a locked filing cabinet inside a locked office. These will remain there until the next working day.

Related policies

See also: **Safeguarding Children policy.**

This policy was adopted by: Kids2Day Pre-School	Date: 9/02/2026
To be reviewed: February 2027	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025)*:
safeguarding and welfare requirements: safeguarding policies and procedures [3.4-3.6]