Personal Devices and Social Media Policy

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

Primary person responsible for the implementation and monitoring of this policy:	Ben Murray, Nazish Usman, Joanne Allen
Adopted:	June 2026
Last review:	April 2026
Next review due:	April 2027

Pippa Pop-ins®
Nursery Schools

Contents

1.....Scope and Application 3

2.....Policy Aims 3

3.....Definition of Personal Device 3

4. .....Staff bringing personal devices into the nursery 4

5.....Using Personal Devices 4

6. .....Exceptional Circumstances 4

7.....Working Out of Hours 5

8. .....Nursery-issued devices 5

9. .....Enforcing this Policy 5

10.....Visitors and Parents 6

11. .....Children 6

12.....Social Media – Pippa Pop-ins Accounts 6

1. Scope and Application

1.1 This policy applies to:
Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869) ("**Pippa Pop-ins**")
Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872) ("**Pippa Pop-ins**")
Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562) ("**Pippa Pop-ins**")
Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426) ("**Pippa Pop-ins**")

1.2 This policy applies to all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts (collectively '**staff**'), This policy does not form part of any contract of employment or consultancy agreement and Pippa Pop-ins may amend it at any time. This policy does not include agency workers, consultants or contractors except where otherwise stated.

1.3 This policy also applies to visitors, parents/carers (collectively '**parents**') and children.

2. Policy Aims

2.1 The aim of this policy is to outline the policies and procedures relation to the use of personal devices, so that they are understood and adhered to by everyone who works at or visits the nursery, without exception.

2.2 At Pippa Pop-ins, all nurseries have a **'no use of personal devices'** policy. This is to provide an environment where children, parents, visitors and staff are safe from images being recorded and/or inappropriately used and to ensure that staff are not distracted from their work with children.

3. Definition of Personal Device

3.1 A personal device, as referred to in this policy, is any device owned by a staff member, visitor, parent or child and brought into the nursery setting. Personal devices can usually connect to the internet and many personal devices can take photographs.

3.2 Examples of personal devices include (but are not limited to):

3.2.1 Mobile phones;

3.2.2 Smartwatches;

3.2.3 Tablets;

3.2.4 Recording devices;

3.2.5 Cameras;

3.2.6 Laptops;

3.2.7 Any device with a camera; and

3.2.8 Any device with access to social media.

4. Staff bringing personal devices into the nursery

4.1 For staff, having personal devices in the nursery classrooms, reception areas and the kitchen, can be a distraction from supervision of the children. **Personal devices therefore must not be brought into or used in the nursery classrooms, reception areas or kitchens**.

4.2 Staff can bring their personal devices into work, at their own risk, but the devices must be kept with the staff's own belongings in the space designated during working hours, such as the staff lockers or the central mobile locker. Pippa Pop-ins does not take responsibility for any belongings brought into work.

4.3 Fitbits and other branded sports watches without cameras, may be worn in classrooms (this must be agreed with the Head of the Nursery), as long as notifications are turned off. It is important that staff are not distracted by these devices while in the classrooms and managers may ask for them to be removed and put away in the team room, if they become a distraction. Staff working directly with children must enable the airplane mode / turn off notifications on their personal devices during working hours.

4.4 Managers should not routinely keep hold of staff member's personal devices. The only circumstance in which a staff member's phone can be left with a manager are outlined below under the headings "Exceptional Circumstances" and "Enforcing this Policy" below.

4.5 Personal devices must not be taken on nursery trips.

5. Using Personal Devices

5.1 Using personal devices for taking, storing and sending photographs of children, is strictly prohibited and could place you in breach of data protection laws and raise safeguarding issues.

5.2 Personal devices must also not be used to communicate with parents.

5.3 Personal devices can only be used in the staff room and or office spaces, only on official breaks or a short break agreed with the relevant manager. Staff members must not go to the staff room to use a personal device, without knowledge of the manager.

5.4 Head Office, the Maintenance and Facilities Teams (or contractors arranged by them) and the person in charge of the nursery, can carry a personal or work mobile phone (must be signed in on arrival at the setting and may only be used when accompanied by the person in charge), avoiding use around children and in communal areas. These colleagues, and any person delegated by them to complete a specific task, such as a contractor or DBS cleared staff member, can take photographs or create video footage using their devices, if the images are relevant / essential to their role and children do not appear in photographs when children are not the subject of the photo (e.g. a photo of faulty equipment to be sent to an engineer should not contain the image of a child in the background).

6. Exceptional Circumstances

6.1 Staff members who need to make a private call, for example due to a home emergency, should first arrange this with the relevant manager who may, for example, make a quiet space available to them for the call.

6.2 Similarly, if a staff member has a family emergency and needs to keep their mobile phone to hand, prior permission must be sought from their manager and the phone should be left with the manager and not left in children's rooms. Please note, if a colleague leaves their personal device with the manager for this reason, they are doing so at their own risk and Pippa Pop-ins is not liable for the personal device.

6.3 Where a staff member has a medical condition, such as diabetes, that requires them to be in range of their mobile device throughout the day, a risk assessment will be completed and reasonable adjustments made if necessary. Staff will not be permitted to use the device in the room for any other reason than to access the relevant app and monitor the medical condition.

7. Working Out of Hours

7.1 Staff such as cleaners or housekeepers, working outside of operational hours, may keep a mobile phone in their pocket in case of an emergency and so that they can be contacted. Once the nursery opens, they should put the phone away with their personal belongings in a locker.

8. Nursery-issued devices

8.1 Prior written permission from each child's parent is required before any photographs or recordings are taken. We get this permission when each child starts as part of their registration and via the Famly App, under 'Permissions' which parents can access and change at any time.

8.2 Photographs of children can be taken using nursery devices, such as iPads and be uploaded to our closed Famly App that only approved relatives of that child have access to, including the individual child profiles. If any staff member is unsure about their own role in relation to using a nursery device, they should speak with the relevant manager. The photographs of the children on iPads should be uploaded where appropriate and then should be deleted weekly as the nursery will have one iCloud per setting to hold that data securely.

8.3 Images taken on a nursery device must be deemed suitable without putting the child in any compromising positions that could cause embarrassment or distress.

8.4 All staff members are responsible for the location of the nursery device, which should be kept in the safe, lockable office (designated area differs from setting to setting) when not in use and or at the end of the working day.

8.5 Except for the Head of Nursery's laptops and emergency contact phones, nursery devices will not be taken home with staff members and will remain secure at the nursery when not in use.

8.6 During outings, staff members can only use mobile phones belonging to the nursery and photographs must not be taken of the children on any personal phones or any other personal device.

9. Enforcing this Policy

9.1 Deviation from this policy, may result in confiscation of a personal device and may also be a disciplinary matter. Pippa Pop-ins reserves the right to check the photographs on a staff member's own device, without notice, in the presence of the owner of the device. Should material be found that constitutes a safeguarding concern, then the safeguarding process applies and the Local Authority Designated Officer (LADO) will be contacted immediately. We will then

follow the guidance of the LADO as to the measures taken and the police may be informed of the incident.

10. Visitors and Parents

10.1 Visitors to the nursery and parents are not permitted to use personal devices within the nursery premises or grounds.

10.2 If visitors or parents wish to use their personal device, please speak with the nursery manager who will be able to provide a safe space or recommend an area to make use of a personal device.

10.3 If a visitor or parent if found to be using their personal device inside the nursery premises or grounds, they will be asked to use the device (e.g. to finish their call) outside.

11. Children

11.1 Children are not to bring personal devices into the nursery.

11.2 If this is essential and cannot be avoided, for example there is a child with a medical condition where the mobile device is used to alert them, this can be arranged with the relevant nursery manager and will work under a specific risk assessment. For further information, please see: Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK

12. Social Media – Pippa Pop-ins Accounts

12.1 Pippa Pop-ins endeavours to keep parents up to date with news and events taking place in nursery. This includes maintaining and updating social media platforms including Facebook and Instagram.

12.2 Any Pippa Pop-ins posts on social media should be about:

12.2.1 Nursery Events

12.2.2 Activities in rooms

12.2.3 Extra curricular activities

12.2.4 Updates

12.2.5 Celebrations

12.2.6 Competitions

12.2.7 Relevant content from NHS, baby centre, mumsnet etc

12.2.8 Learning Resources including events around curriculum updates

12.2.9 Staff updates

12.2.10 Newsletters

12.2.11 Recruitment

12.3 Pippa Pop-ins posts should not include:

12.3.1 Children or images of a child which can be identified should not be uploaded, unless they have parental permission

12.3.2 Slanderous, violent/threatening or derogatory text

12.3.3 Information or pictures that imply illegal conduct

12.3.4 Confidential information

12.3.5 Negative comments about Pippa Pop-ins

12.4 Prechecks should be conducted with Head of the Nursery before posting **any images**.

12.5 Any complaints or issues raised via Facebook/Instagram should be resolved offline and comments/reviews should then be removed from the page if necessary.

12.6 Staff must not reply to complaints other than simply asking them to message you privately to discuss. Any argument or heated exchange over Facebook/Instagram needs to be avoided at all costs.

12.7 If there is any media contact, please direct requests or messages to Anna Aston Director of Communications and inform Tim Fish CEO immediately. No comments should be made without authorisation from Anna Aston and Tim Fish.

13. Social Media – Personal Accounts

13.1 Staff should be aware of their personal use of social media when referencing Pippa Pop-ins whether directly or indirectly and staff should be aware of the effect their actions may have on their reputation as well as the reputation of Pippa Pop-ins.

13.2 Staff should use their best judgment in posting material that is neither inappropriate nor harmful to Pippa Pop-ins, its staff, children or parents.

13.3 Although not an exhaustive list, some specific examples of prohibited social media conduct include posting: commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

13.4 Staff are not to publish, post or release any information that is considered confidential to Pippa Pop-ins.

13.5 Staff must not post images on their personal social media of them or colleagues in work uniforms, work lanyards or anything that identifies them as a Pippa Pop-ins staff member. If there are any questions about what is considered confidential, staff should check with their line manager or the Head of Nursery.

13.6 Staff should get appropriate permission before referring to or posting images of current or former colleagues.

13.7 Social media use should not interfere with staff's responsibilities at Pippa Pop-ins and so it is highly recommended that staff keep all Pippa Pop-ins related social media accounts separate from personal accounts.

13.8 Please refer to our IT Acceptable Use Policy.