

EYFS Mobile Phones

Use of phones by Staff

- All staff who work within EYFS should ensure that their phone is put away and out of sight when children are present. The only exemption is if there is an emergency and there is no other means to call for help.
- Staff may use their phone in the staffroom and in areas where the EYFS children are not present.
- Staff may take out the school mobile phone to use on school trip.
- Staff may use class ipods to take videos and photos to upload onto the online learning journal only (Tapestry). These must remain in school.
- Staff should exercise caution when using their phone outside of school hours. They should not accept requests from any pupils from social media.
- Staff should not take photos or videos of the children on their mobile phones.
- If any member of staff is suspected of having unsuitable material on their phone then the DSL should be contacted immediately.

Use of phones by parents/carers

- Parents and carers may take photos of their children during events however they must not share these on social media.

EYFS Mobile Phones			
Author/s:	Tamara Shaw Jade McLellan	Date Reviewed:	Michaelmas 2019
Date Ratified:	Michaelmas 2019	Next Review Date:	Lent 2020
Committee:	N/A	Clerk to the Governors Signature:	N/A