AYSGARTH SCHOOL

EYFS Mobile Devices Policy

including Electronic Devices with Imaging and Sharing Capabilities

Reviewed: September 2026
Member of Staff responsible for this policy: Anna Brown
To be reviewed: September 2027

EYFS Mobile Phones, Devices and Cameras Policy

To ensure the safety and welfare of the children in our care, this policy sets out clear protocols for the use of personal mobile phones, cameras, and other electronic devices with imaging and sharing capabilities within the EYFS setting at Aysgarth School. This policy supports our statutory duties under the EYFS Statutory Framework and Keeping Children Safe in Education (KCSIE).

Key Principles

- The misuse of mobile devices presents a safeguarding risk. Safeguarding children is our highest priority.
- The use of personal mobile phones, cameras, and devices by staff, parents, volunteers, students, and visitors is strictly controlled.
- Only school-owned devices may be used to capture or store images of children.

Protocols

- Personal mobile phones and electronic devices with imaging and sharing capabilities must **not be used in the presence of children** on school premises, except for emergency calls (e.g. police, fire, ambulance).
- Staff must never use personal devices to access or store confidential information relating to children, parents or the school.
- All personal devices (including phones, smart watches with camera/call functions, devices capable of recording, photographing or accessing the internet, tablets, and laptops) must not be used by staff during working hours. Devices must be stored securely away from children during contact time.
- Smart watches with communication, recording or camera functions must be treated in the same way as mobile phones. Staff must not use these devices to communicate, photograph, record or access information while supervising children.
- Visitors must hand in or store devices securely at reception when signing in.
- Parents are not permitted to use mobile phones or cameras in school buildings, the swimming pool area, or around the grounds when children are present.
- Devices must never be used in classrooms, teaching areas, bathrooms, or changing areas.
- Staff must ensure parents are aware of the school telephone numbers.
- Personal calls may only be made during non-contact time and outside teaching areas.
- Personal mobiles, cameras, or video recorders must not be used to record classroom activities. **Only school devices may be used.**

- Images and recordings of children must be transferred and stored only on a **school device, e.g., a computer, laptop, or iPad** and processed in line with GDPR and the school's Data Protection Policy.
- Communication with parents/carers should take place using approved school communication systems, including school telephones, radios or designated school mobile devices. Personal mobile phones must not be used to contact parents/carers.
- During educational visits and outdoor learning, nominated staff will carry a designated school mobile phone or radio for emergency communication. Personal mobile phones should remain securely stored and must only be used in exceptional circumstances where no approved school communication device is available.
- Parents and carers may take photographs or recordings of their own child during designated school events (e.g. plays, sports days), in line with school protocols. Parents and carers must not intentionally photograph or record other children or publish images containing other children without the appropriate consent and in accordance with school guidance. They must not share images containing other children on social media platforms. School staff will take official photos/videos where appropriate.
- All staff, volunteers, students, visitors and contractors working within EYFS will be made aware of these expectations as part of induction and safeguarding procedures.

Children's Use of Digital Devices

Where children use digital devices as part of their learning, they will be supervised at all times by a member of staff and only school-owned devices will be used. Any images captured will be managed securely in accordance with the school's Data Protection Policy and Taking, Storing and Using Images Policy.

Children's Screen Use

The School has regard to the Department for Education's *Screen use guidance for early years settings*. Digital technology is used purposefully and appropriately to support children's learning, development and communication. Screen use is carefully considered and balanced with opportunities for active play, physical activity, social interaction, exploration and direct, hands-on experiences. Staff ensure that screen use is age-appropriate, purposeful and supports children's wellbeing and development, in line with the DfE guidance.

Monitoring & Compliance

- The **Head of Early Years and Designated Safeguarding Lead (DSL)** are responsible for monitoring compliance with this policy.

- Breaches of this policy will be treated as a safeguarding concern and managed in line with the school's disciplinary and safeguarding procedures.

Policy References:

- Safeguarding and Child Protection Policy
- Code of Conduct for Teaching and Support Staff
- Taking, Storing and Using Images Policy
- GDPR Data Protection Policy
- Online Safety Policy
- Acceptable Usage Policy
- DfE - Screen Use: Help for Early Years providers, July 2026