

# EYFS Policy on Mobile Phone Usage

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## **Protocols for the use of personal mobile phones and devices**

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of personal mobile phones/devices and cameras in the EYFS setting at Heathcote Preparatory School and Nursery

- Personal mobile phones, cameras and video recording equipment cannot be used when in the presence of children on school premises.\*
- All mobile phones must be stored securely out of reach within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
- No parent is permitted to use their mobile phone or use its camera facility whilst inside school buildings, or on the school site when EY children are present.
- Mobile phones must not be used in any teaching area within the setting or within the bathroom area.
- In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.
- Personal calls may be made in non-contact time but not within the teaching areas.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. School equipment only should be used.
- Photographs and recordings can only be transferred to and stored on a school computer/iPad or laptop before printing (or uploading to Tapestry).
- All telephone contact with Parents/Carers should be made on the school telephone or by the School Office.
- During group outings, nominated staff will have access to a designated mobile which can be used in an emergency or for contact purposes. Staff may carry their own phones in bags but they should only be used in emergencies.
- In the case of school productions, graduations and sports day, parents/carers are permitted to take photographs/video footage of their own child in accordance with school protocols but we strongly advise against the publication of any such photographs on social networking sites. Most Pre-Prep events will be videoed / photographed by school staff and then made available to parents.

\*Where there is a medical need for access to a medical App on a mobile device then this device should be kept visible with the camera disabled and only used for this purpose. It should be kept by the member of staff in charge and out of the reach of children.