



EYFS Policy for the use of Cameras and Mobile Phones or Devices	
Version	July 2024
Effective from	September 2024
Extent of Policy	Casterton Sedbergh Prep School (EYFS – Reception)
Policy Owner	Pete Burrell
Governor	Mr Mike Piercy
Review by	July 2025
Frequency of Audit	Annual
Circulation	Parents
Publication	Website

STATEMENT OF INTENT

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 - Reception Class.

- Personal mobile phones, cameras and video recording equipment cannot be used when in the presence of children on the School premises (including the swimming pool).
- Mobile phones must only be used for emergency purposes within the EYFS setting during contact time with the children (this includes staff, visitors, parents, volunteers and students).
- No parent is permitted to use their mobile phone camera facility whilst in the School buildings or in the swimming pool.
- Mobile phones must not be used in any teaching area within the EYFS setting or within the bathroom area.
- It is the responsibility of all staff to make families aware of the School telephone numbers and email address where messages can be left and communicated to staff where necessary.
- Personal calls may be made in non-contact time but not within the teaching areas.
- Staff will take photographs of activities using a school device which will be saved on the Tapestry Learning Journal and these are available to parents.

- Personal mobiles, cameras or video recorders should not be used to record classroom activities. Only School equipment should be used.
- School devices used for photographing children or recording video in EYFS must not be taken home with staff and must remain secure at the setting when not in use.
- Photographs and recordings can only be transferred to and stored on a School computer/iPad or laptop before printing.
- All telephone contact with parents/carers should be made on the School telephone or by email.
- During group outings, nominated staff will have access to a 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 and sports days, parents/carers are permitted to take photographs/video footage of *their own child* in accordance with the School protocols, but we strongly advise against the publication of any such photographs on social networking sites.