



EYFS Use of Personal Electronic Devices with Imaging and Sharing Capabilities Policy

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| Reviewed by: | Jenna Comer – Head of EYFS | September 2024 |
| Approved by: | Trish Watt - Head | September 2024 |
| Governor Approval: | Professor Mark Bailey | September 2024 |
| Next Review Date: | September 2025 | |

Overview

To ensure the continued safety of our children within the EYFS, this policy outlines the protocols for the use of personal electronic devices with imaging and sharing capabilities.

Staff

The use of personal electronic devices with imaging and sharing capabilities (mobile phones, iPads, video recorders, cameras, smart watches, etc) is not permitted in the EYFS setting when in the presence of children or when on school outings.

All personal electronic devices with imaging and sharing capabilities should be stored securely in a designated area.

Staff are permitted to use their personal electronic devices in designated areas only or during non-contact time.

Contact with parents / carers must be made on a school phone only.

Staff may use the school mobile phone when on school outings in either an emergency or for contact reasons.

Photographic Assessments

Photographic observations of children in the EYFS must be taken on school equipment only. This includes cameras and iPads.

School cameras and iPads containing these observations must be stored securely. EYFS staff sign a school agreement policy agreeing to the acceptable use of electronic communications, and ICT hardware.

Children featured on evidence photos are subject to parental permission.

Parents / Carers

Parents are not permitted to use their mobile phones within the EYFS setting. There are posters in the classrooms to remind parents and visitors about this policy. Teachers will also remind parents and visitors as needed.

In the case of school productions, Parents are permitted to take photographs of their own child in accordance with school protocols which strongly advise against the publication of any such photographs on social networking sites.