



# SILCOATES

Independent education for boys and girls aged 3-18

## EYFS Mobile Phone and Devices Policy

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The Early Years Foundation Stage (EYFS) team within Silcoates Pre-School & Junior School are committed to ensuring the safety of children in its care at all times. All staff recognise the importance of mobile phones in school, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children.

In the EYFS, safeguarding pupils is paramount and it important that all staff use mobile phones and other technological devices appropriate to ensure that pupils are safe.

This policy applies to all staff, parents, visitors and volunteers working within the EYFS, and covers both indoor and outdoor areas of learning. Failure to adhere to this policy may result in disciplinary action.

### EYFS Staff personal mobile phones

EYFS Staff will not use mobile phones while working.

EYFS Staff may use their use their mobile phones during break / lunchtimes in an area not used by children.

If EYFS staff need to make a personal call during a session, they should (with agreement of their line manager), make this in the agreed area not used by children.

EYFS Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency during session hours.

A School mobile phone will be taken on all school trips. This is in line with the statutory framework for the Early Years Foundation Stage which states that providers should take contact telephone numbers and a mobile phone on outings.

Mobile phones will be stored out of reach of children including staff, visitors, parents volunteers and students.

### **EYFS Children**

EYFS Children are not allowed to bring mobile phones into school.

### **Pre-School Mobile Phone and Devices**

Pre-School have access to a school mobile phone which is used to contact all areas in school and children's parents. Only school phone numbers are stored on the mobile, no parent/carers detail are stored on their including names, addresses and numbers. All Pre-School staff are responsible for the location of the school devices, which should be stored securely when not in use.

### **Visitors and parents/carers within the EYFS**

The school will display a notice advising visitors and parents/carers throughout the school that mobile phones are not to be used in the setting. If a visitor or parent/carer is seen using their mobile phone, they will be reminded of the school policy and that Pre-School is a no phone zone. Parents will be politely asked to switch their phone off whilst in Pre-School. If parents/carers wish to use their phone they will be advised to use this away from the school premises.

### **Photographic and video images within the EYFS**

It is good practice at times to record photographic and video images of pupils, or to allow pupils to record images of each other to assist teaching and learning, or to celebrate achievement. There is, however, potential for images of children to be misused, in extreme cases for pornographic or grooming purposes. We therefore adhere to the following code:

- only record images when there is a justifiable need;
- ensure that pupils understand the reason for the recording of the images and how the images will be used and stored;
- ensure that all images recorded are available for scrutiny;
- avoid making recordings in one-to-one situations;
- on admission to the School, parents give consent that images and recordings of their children can be used for legitimate reasons;

- if a photograph is used, the pupils should not be named without direct parental consent; and
- where the School has decided that images should be retained for future use, they should be stored and used only by those authorised to do so.
- School tablets and our Tapestry software is the agreed medium for EYFS staff to take and then store photographs of pupils. All these devices are securely locked via password protection.

<b>Reviewed by:</b>	Miss Waller – Head of EYFS Mrs Moss – Head of Junior School		
<b>Date of last review:</b>	September 2020	<b>Date of next review:</b>	June 2021

