



The Croft- EYFS Mobile digital devices

This policy applies to our EYFS setting. Tranby seeks to implement this policy through adherence to the procedures set out in the rest of this document. Tranby is fully committed to ensuring that the application of this Foundation Stage Mobile digital devices policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity document. This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- Acceptable Use ICT
- Assessment, Recording and Reporting
- Bring Your Own Device
- Child Protection (Safeguarding)
- Health and Safety Management
- Mobile Phones
- Non-Residential Visits
- Pupil and Parent Privacy Notice
- United Learning Data Protection Policies
- Whistleblowing
- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children (latest version)
- EYFS Statutory Framework for Group and School-Based Providers (effective from 1 September 2026)
- Online Safety Policy
- Staff Code of Conduct
- Data Protection and Records Retention Policies

The EYFS framework continues to require providers to have policies covering the use of mobile phones and cameras as part of safeguarding arrangements.

This document is reviewed annually by Mrs K Hannah or as events or legislation change requires. The next scheduled date for review is September 2026

If you have any concerns regarding this policy, please discuss them with Mrs Hannah/Mrs Maynard

Policy Statement

It is our intention to provide an environment in which staff can work without distraction, and in which children, parents and staff are safe from images being inappropriately recorded and used.

We therefore operate the following:

Acceptable Use Policy

Online Safety

Tranby recognises that safeguarding includes online safety. All staff are expected to model safe and professional use of technology and to report any online safety concerns immediately to the Designated Safeguarding Lead (DSL). Any misuse of devices, inappropriate online activity, unauthorised image sharing, or concerns regarding digital content involving children will be managed in accordance with the School's Safeguarding and Child Protection Policy.

Mobile Phones

The setting allows staff to bring in personal mobile telephones and devices for their own use, in their own time, away from the children. These are not used to contact current pupils. Where at all possible contact with parents/guardians are made using the school phone system or school mobile telephone. If it is found to be necessary to contact a current parent/carer using a personal device or home telephone, the call details are logged and kept on file. The use of personal mobile phones or digital devices, in school, to digitally record images or sound is strictly prohibited. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

All teaching staff, parent helpers and students must ensure that their mobile telephones/devices are kept securely in a bag, locker, or cupboard throughout contact time with children. Staff working in the Pre-School classroom areas store mobile phones or devices in the designated locked cupboard. Office and ancillary staff must ensure that their mobile telephones/devices are kept securely in a bag, locker, or cupboard throughout designated working sessions. Mobile phone calls or texts are only made and taken at staff breaks or in staff members' own time and in the designated staff areas.

Classroom based staff are not permitted to make or receive calls or texts during contact time.

Phones/devices should be switched off or put on silent mode and kept in the staffroom, storage room or school office during teaching/contact time with pupils.

Staff working directly with EYFS children must ensure that smart watches, fitness trackers and any wearable technology with communication, recording, internet access, image capture or messaging capability are placed in aeroplane mode and have all notification, camera and communication functions disabled whilst in contact with children. The School reserves the right to prohibit specified devices if safeguarding concerns arise.

If staff have a personal emergency, they are free to use the setting's landline phone or make a personal call from their mobile in the designated staff area of the setting. If any staff member

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considers that an emergency requires them to keep their mobile phone to hand, prior permission must be sought from the Head of Prep and the mobile phone should be placed in an agreed appropriate place.

Staff ensure that the School has up to date personal and emergency contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

During educational visits and group outings nominated staff will have access to the setting's nominated mobile phone/s, which is to be used for emergency purposes only. Should the group leader of an educational visit deem it a necessary precaution for a higher number of mobile phones to be available, this is made clear on the Educational Trips and Visits application paperwork, along with details of the names and personal mobile numbers of the staff members concerned.

It is the responsibility of all members of staff to be vigilant and report any concerns to a member of the PLT, SLT or the Child Protection designated people contact list. Concerns will be taken seriously, logged, and investigated appropriately and may lead to dismissal. The School reserves the right of a Key Stage Coordinator, member of the CLT or Designated Safeguard Lead, to check the image contents of a member of staff, parent helper or student's mobile phone or digital device, should there be any cause for concern over its appropriate use. Where there is a safeguarding concern, the School reserves the right to investigate the use of personal or school devices in accordance with safeguarding procedures, employment law, privacy legislation and the School's disciplinary procedures.

School-owned device security requirements

All school-owned devices used for photography or recording must be password protected, encrypted where appropriate and managed through the School's IT systems. Devices must not be used to access personal email, social media accounts or unapproved applications.

Screen Use

Tranby adopts a precautionary approach to screen use within the EYFS. Screens are only used where they support a clearly identified educational purpose. Staff prioritise hands-on learning, talk, play and interaction. Digital technology will not replace high quality practitioner-child interactions and children's screen exposure will be kept to a minimum.

Cameras

Photographs are taken for the purpose of recording a child or group of children, on school devices, participating in activities or celebrating their achievements. This is an effective form of recording their progression, particularly so in the Early Years Foundation Stage. They are also used on our school and company websites, newsletters, magazines, and noticeboards and/or by the local press, with permission from the parents. All photographs are taken and stored appropriately to safeguard

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the children in our care. The setting is registered with the Information Commissioners Office (ICO) and adheres to Data Protection Legislation.

AI and image manipulation safeguards

Staff must not upload photographs or videos of children to artificial intelligence (AI) platforms, image generators, facial recognition tools or any external system that has not been approved by the School. Images of children must not be manipulated, enhanced or altered using AI technologies unless specifically authorised for an educational purpose and compliant with safeguarding and data protection requirements.

Ownership:

Tranby is fully committed to ensuring that the application of this policy is in line with Human Rights legislation and the Data Protection Act 2018 and The Copyright, Designs and Patent Acts 1988. It will be assumed that any photographs or digital images taken on school premises, by a member of staff, will be wholly owned by Tranby and must not leave the premises either physically or digitally without the consent of Tranby and the parents/guardians of the child or children concerned.

Use of images of children requires the consent of the parent / carer. Permission is obtained via the admissions documentation when a child joins the School and is updated annually. When a parent/guardian does not agree to their child being photographed, the School Registrar/PA to the Headmistress must inform staff, who then must comply. With discussion and consent it may be possible to agree other options for example allowed on Tapestry and in school newsletter but not marketing tools. The parent/guardian may accept a group photograph if names are not published.

When photographic images are transmitted or shared beyond the School e.g. television broadcasts, images on intranet/internet sites, specific permission is obtained from the parent/guardian.

Only a designated school camera or school digital device is to be used to take any photo within the setting or on outings. All staff are responsible for the location of cameras and devices; these are stored securely at the end of each day.

Images taken on these cameras are deemed suitable and never put the child/children in any compromising positions that could cause embarrassment or distress. Under no circumstances are cameras or digital devices of any kind taken into toilets or changing rooms or any photographs taken whilst children are changing clothes in a classroom. Children are appropriately dressed in all photos.

Images taken and stored on school cameras and digital devices are downloaded as soon as possible into the school Pictures and Photos folder on the School's intranet, or the School's secure evidence folder in the Tapestry on-line journal program, and the camera or device cleared. Images are downloaded using school networked computers on-site, or onto encrypted school laptops. Stored images are regularly reviewed, and unwanted material deleted. Printed images used for display, publicity and recording activities and progress are disposed of responsibly.

Concerts, Performances, Events, Presentations and Visits

To allow the appropriate recording of children's images by parents/guardians, staff:

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- ensure that children are appropriately dressed
- obtain parental permission via the school registration forms
- are aware of any child who should not be photographed
- monitor the use of cameras

Parents and carers may take photographs or videos of their own child during school events where permitted by the School. The School strongly discourages the publication of images containing other children on public social media platforms and reserves the right to restrict photography where safeguarding concerns exist.

Teacher Training and Portfolios:

During teacher training and with newly qualified staff, colleagues may need to compile portfolios with photographs of children during lessons. Staff act responsibly in compiling these images. The Student Teacher/NQT Mentor oversees the compiled images as part of the management process and consider their appropriateness.

Children photographing each other using school cameras:

Staff maintain appropriate supervision and management control.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

Document Log

Foundation Stage Mobile digital devices Policy Changes Sept 2026	
Reviewed by:	Mrs K Hannah Head of The Croft
Date of last review:	September 2026
Approved by:	Mr Paul Grimwood Chair of LGB
Date of approval:	September 2026
Reason for changes:	Annual review
Next scheduled date for review:	September 2027 or as events or legislation change requires.