



# FOREST PREPARATORY SCHOOL

## EYFS: Use of Mobile Phones and Devices Policy V1.0

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### 1. Introduction

- 1.1. The School recognises that staff may wish to have their personal mobile phones at work for use in case of emergency. It is also acknowledged that staff may also have other technological devices in their possession or within their personal belongings.
- 1.2. However, the safeguarding of pupils within the School in general and the Early Years Foundation Stage setting is paramount, and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting has implemented the following policy.
- 1.3. The policy is applicable to all on and off-site activities undertaken by EYFS pupils whilst they are the responsibility of the School.
- 1.4. This policy should be read in conjunction with:
  - Safeguarding and Child Protection Policy
  - E-Safety Policy
  - Staff Code of Conduct

### 2. Code of Conduct

- 2.1. The Forest School Code of Conduct for staff states (Para 6.5), “Staff should not have images of pupils stored on personal cameras or home computers and should not make images of pupils available on the internet, other than through the School networks/website, as outlined in Forest School’s Acceptable Use Policy. **All photos and/or videos of pupils should be deleted from personal devices including Cloud storage or similar, within 24 hours or within 24 hours of returning from a school visit.**”
- 2.2. While this means that Prep School staff at large are permitted to use personal devices to take images of pupils engaged in learning, transfer them to a school device and then delete the images on their personal device, the present policy exists to stipulate stricter guidelines for those working in the EYFS (Reception). The reason for this is that the Prep School has made available its own mobile devices for staff in the Early Years exclusively for this purpose, and the nature of recording and assessment in the Early Years necessitates taking a larger volume of images than is the case in other year groups.

### 3. Use of the school’s mobile phone, camera and technological devices

- 3.1. School-owned iPads and other camera-enabled devices are provided for staff in the EYFS to collect images of pupils for the purpose of observations and journal entries in our Online Learning Journal system (Tapestry).
- 3.2. These photographs and videos are shared with parents using their individual log-in and account to access only their own child’s photographs and videos, at which point they are deleted from School devices.
- 3.3. Prior to upload, all images of children should be stored securely and only accessed by those authorised to do so.
- 3.4. Images must not be taken secretly.

#### 4. Use of personal devices by staff and volunteers in Early Years

- 4.1. Staff may not use personal mobile devices and cameras to record video or take photos in the EYFS setting, both in School and when on educational visits.
  - 4.1.1. Staff may keep their mobile devices on their person throughout the day and these may be used for personal purposes outside lesson times when no pupils are present, or in case of an emergency.
  - 4.1.2. Staff are asked to supply the main school number for people to contact them in the event of an emergency during school times.
- 4.2. If it is suspected that a staff mobile phone or technological device may contain unsuitable material, the nature of the material should be documented, and the Head of Pre-Prep and Designated Safeguarding Lead would be informed. The process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO) as appropriate.
- 4.3. Staff must also exercise caution when using mobile phones and technological devices outside of working hours. This includes the accessing of social networking sites, being aware of the potential risks to themselves and others, not contacting or accepting requests on social media sites from parents or pupils and ensuring their own privacy settings are robust.
- 4.4. Staff who refuse to comply with the policy or who are found using their devices outside of the parameters set out above may face disciplinary action.

#### 5. Use of personal mobile phones, cameras and technological devices by others

*(this may include children, parents, visitors and contractors)*

- 5.1. All of Forest's digital safety policies can be found on the school's website.
- 5.2. In reference to our whole-school E-Safety policy, parents and carers are reminded whenever necessary that, while they can take pictures and videos of their OWN children during a performance, these are not to be shared on social media sites and they are for their own personal use.
- 5.3. Permission will be sought, prior to any performances, from parents and carers of all children taking part, to request agreement for a recording to take place i.e. in the event of a school video being produced.
  - 5.3.1. If permission is denied, then this will be made clear to all parents before the performance takes place.