



Chesham Preparatory School

POLICY FOR THE USE OF ELECTRONIC DEVICES IN THE EARLY YEARS FOUNDATION STAGE

Introduction

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of personal electronic devices, including all electronic devices with imaging and sharing capabilities. This includes but is not limited to: mobile phones, iPads, watches and cameras.

For the purposes of this policy, "electronic devices" includes mobile phones, smartphones, tablets, smart watches, wearable technology, cameras, video recorders and any other device capable of recording, storing or transmitting images, audio or video.

The scope of this policy includes the EYFS department and wherever Early Years children are present.

This policy applies to all staff, volunteers, students, contractors, visitors and parents/carers whenever they are within the EYFS setting or where EYFS children are present.

This policy should be read alongside the School's Safeguarding and Child Protection Policy, Staff Code of Conduct, Data Protection Policy, E-Safety, AI and Digital Marketing Policy and Privacy Notice.

This policy has been written with reference to:

- Keeping Children Safe in Education (KCSIE) 2025
- EYFS Statutory Framework (2025)
- Working Together to Safeguard Children (2023)
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

Guidance on the use of mobile phones by teaching staff in the Early Years Foundation Stage (EYFS)

- Personal mobile phones, cameras and video recording equipment (including smart watches with image-taking capabilities) cannot be used when in the presence of children.
- All mobile phones must be stored securely within the setting during contact time with children.
- In the case of a personal emergency, staff should use either the school telephone or they may use their mobile phone in the staffroom or any other area where children are not present. It is the responsibility of all staff to make families aware of the school telephone number.
- Personal calls may be made in non-contact time and during authorised breaks but not whilst any children are present.
- Personal mobile phones, cameras or video recorders must not be used to record any activities in school. ONLY school equipment may be used.
- School devices used to capture images must be password protected where possible and used solely for educational or safeguarding purposes. Images must be uploaded to the school's secure network or approved storage as soon as reasonably practicable and deleted from the device once safely transferred.

- Photographs and recordings of children must only be transferred to and stored on the school's secure network or approved cloud storage if required for assessment, reporting, printing or the school website.
- Images of children must never be stored on personal devices or shared via personal email accounts, messaging applications (including WhatsApp), AirDrop, Bluetooth or personal cloud storage.
- Staff must never upload or share images of pupils on personal social media accounts or personal messaging services.
- Any loss, theft or suspected compromise of a school device containing personal information or images of children must be reported immediately to the Head, Designated Safeguarding Lead (DSL) and Data Protection Lead in accordance with the School's Data Protection Policy.
- Mobile phones may be taken on outings or into areas of the school that do not have access to a landline. In these cases, they are often the only means of contact available and can be helpful in ensuring children are kept safe
- Members of staff may take their own mobile phones on outings for use in case of an emergency, but must not make or receive personal calls.
- Any unauthorised use of mobile phones will result in disciplinary action.

Visitors, Volunteers and Contractors

Visitors, volunteers, students and contractors must comply with this policy whilst on the school site.

Electronic devices should remain switched off or on silent and should not be used in areas where children are present unless authorised by the Head or Designated Safeguarding Lead.

Photography or recording of children by visitors or contractors is strictly prohibited unless prior written authorisation has been granted by the Head and appropriate parental permissions are in place.

Parental use of electronic devices within the school buildings

The evolution of mobile technology and constant digital connectivity introduces new risks to child protection and safety. Therefore, to reflect the school's policy on safeguarding and child protection, it is requested that parents do not use their mobile phones/cameras whilst on the school site, apart from under the circumstances as outlined below.

Parents must ensure that mobile phones and cameras are not on display, switched off or on silent, and not used for personal voice calls or text messaging whilst in the presence of children or in the EYFS area.

Photography and Recording at School Events

The school records images of children, both through moving pictures and stills, for assessment and reporting of progress. It also records images as a celebration of their activities. Some school performances are professionally recorded, and these recordings are made available to parents. This is particularly useful in order to avoid the distraction of children while performing and disturbance within the audience.

The school will obtain and record appropriate parental consent for the use of children's images where required.

All images and recordings are managed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the school's Privacy Notice and Data Protection Policy. Images will only be stored securely, retained for as long as necessary and accessed by authorised personnel.

Parents and carers may take photographs or videos of their own child during designated outdoor school events, where this has been permitted by the School. Such images must be for personal and domestic use only.

The School asks all parents and carers to respect the privacy and rights of other children and families. Images or recordings that include other identifiable children should not be shared on social media, websites or any other public platform without the appropriate consent of the children's parents or carers.

The School strongly discourages the publication of images containing other children, even where social media privacy settings are in place, as these settings cannot guarantee that images will remain private or secure.

Where practicable, parents and carers will be reminded of the School's expectations regarding photography and recording at the start of school events. The School reserves the right to restrict or prohibit photography or recording at any event where this is considered necessary to safeguard pupils or to comply with the wishes of parents or carers who have not consented to the use of their child's image.

Safeguarding

Any concerns regarding the inappropriate use of electronic devices, photography or recording must be reported immediately to the Designated Safeguarding Lead (DSL) or a member of the Senior Management Team.

Failure by staff to comply with this policy may result in disciplinary action in accordance with the school's disciplinary procedures.

Parents, visitors or contractors who fail to follow this policy may be asked to stop using their device, delete images where appropriate, or leave the school premises if necessary.

Any safeguarding concern arising from the use of an electronic device must be managed in accordance with the School's Safeguarding and Child Protection Policy.

Policy reviewed: September 2026

Next review: September 2027

Person responsible: The Head of Pre-Prep