



EYFS

Mobile Phone and Electronic Device Use

ADDITIONAL GUIDANCE

This guidance should be read in conjunction with the whole school safeguarding policy, which sets out in 1.3.2 and 1.3.3, the procedures for use of devices in the EYFS setting.

This guidance refers to all electronic devices able to take pictures, record videos, send or receive calls, messages and the ability to share any form of information outside of the Nursery. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

Mobile phones and other devices that accept calls, messages and video calling

In the EYFS at Rossall we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitbits during working hours, unless within the staff only areas.

We use mobile phones supplied by the nursery to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our online safety policy and safeguarding policy to ensure children are kept safe when using the nursery devices online

All staff working with EYFS children must adhere to the following:

- Mobile phones are locked away during working hours
- Smartwatches/fitbits are either turned off or on do not disturb and not accessed during your working hours
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children
- The use of EYFS devices, such as tablets, must only be used for EYFS purposes
- The EYFS devices will not have any social media or messaging apps on them, other than the one recognised by Rossall
- Any apps downloaded onto Rossall devices must be done only by the IT admin team. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- Passwords/passcodes for EYFS devices must not be shared or written down
- During outings, staff will use mobile phones belonging to Rossall wherever possible.
- Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only Rossall owned devices will be used to take photographs or film videos.

- Rossall EYFS devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to Rossall as soon as practically possible

Parents' and visitors' use of mobile phones and smartwatches

We recognise that there may be emergency situations which necessitate the use of a mobile telephone. In order to ensure the safety and welfare of children in our care, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the EYFS setting or when collecting or dropping off their children.

If you are found to be using your phone inside the EYFS premises you will be asked to finish the call or take the call outside.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Visitors are requested to leave their mobile phones or smart watches in the safety of the office where they will be stored safely away from the classroom.

Photographs and videos

At Rossall we recognise that photographs and video recordings play a part in the life of the EYFS. We ensure that any photographs or recordings taken of children are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our website, brochure and the local press; and for security in relation to the different social media platforms we use. We ensure that parents understand that where their child is also in another child's photograph, but not as the primary person, that may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by Rossall. The nursery manager and Reception Teacher will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on nursery mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on Rossall premises without the prior consent of the School/Nursery.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

EyLog Learning Journeys

At Rossall we use tablets in the rooms to take photos/videos of the children and record these directly on to their electronic learning journeys, through the EyLog app. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites onto these devices.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

This policy was updated on	Signed on behalf of the EYFS	Date for review
<i>Lent Term 2024</i>	<i>Alex Simpson, Alison Trippier</i>	<i>Lent Term 2025</i>