LOCHINVER HOUSE

Use of Mobile Devices in the Early Years Foundation Stage (EYFS) Policy

We recognise that people may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that people may also have other electronic devices, including those with imaging and sharing capabilities in their possession or within their personal belongings. Safeguarding of pupils within the School and our Early Years setting is paramount and it is recognised that personal mobiles, and other devices (including cameras) have the potential to be used inappropriately and therefore the School has implemented the following policy.

The Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers (effective from 1 September 2026), paragraph 3.6, requires all schools to have a clear policy on the use of mobile phones and cameras, and other electronic devices with imaging and sharing capabilities.

To ensure the safety of our pupils, the School does not allow staff to use personal mobiles, cameras or other electronic devices with imaging and sharing capabilities whilst pupils are present. Devices must be secured out of sight. Outside school working hours and when there are no children on site, mobiles, cameras and other electronic devices may be used.

Mobiles, cameras and other electronic devices with imaging and sharing capabilities must be stored in staff handbags, bags, a lockable cupboard or in the staff room, whilst pupils are on the School site. Mobile telephones must be placed on mute.

Staff who do not adhere to this policy may face disciplinary action.

In an emergency, staff may be contacted via the School Office and messages passed on as soon as possible. If staff are aware of a likely eventuality, they should advise the Head, Head of EYFS or School Office so they can respond speedily and with sensitivity.

With regard to the use of mobiles, cameras and electronic devices with imaging and sharing capabilities by others (this may include children, parents, visitors and contractors), there are specific notices in the Little Lochies (Nursery) and Reception cloakroom areas, and in the Pre-prep foyer, requesting that they are not used on School premises. If a visitor uses any aforementioned device on the School premises, the relevant notice should be brought to their attention

In exceptional circumstances, such as a family emergency, a visitor's mobile may be used in the School Office. Permission should be sought from a member of the Senior Leadership Team. A visitor may also use a mobile telephone in the office of a member of the Senior Leadership Team.

Parents are not permitted to have visible any mobile, camera or electronic device with imaging and sharing capabilities whilst on the School site and must never use them around pupils regardless of age. The Head may, on occasion, make specific permission for the use of mobiles, but this is extremely rare and is always away from pupils and in an adult-only environment.

For class assemblies, concerts, events, and performances, both on and off-site, parents may be given specific permission to take photographs of their children, but strictly on the agreement this is for private use only and not for publication or use on social media; this includes any uploading to WhatsApp, including groups set up by class and year representatives.

When arriving and signing in at the School, all visitors are instructed during the safeguarding and health and safety briefings that they may not use mobiles, cameras or electronic devices with imaging and sharing capabilities whilst pupils are on the School site.

Only mobiles and devices belonging to the School may be used to take appropriate and relevant images of children. Images may only be used in accordance with data protection legislation, namely the General Data Protection Regulation 2016.

School-owned iPads are used in the Little Lochies (Nursery) and Reception classes for staff to collect images of pupils, including for our secure online learning journal system, Tapestry. These are shared with parents who have an individual login to access their own child's photographs and videos only. Photographs and videos are deleted once used and published.

Staff may not take photographs of bruising or injuries on a child for child protection concerns.

School mobiles, cameras or devices should only be used for work related matters.

In the circumstances where there is a suspicion that the material on a mobile or device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Child Protection and Safeguarding Policy and Procedure will be followed, including taking advice from external agencies.

Reviewed By	Head of Early Years
Approval Body/ Committee	Education
Last Review	Autumn 2026
Next Review	Autumn 2027
Policy Linked To	Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Data Protection Policy, Online Safety Policy and appendices.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.