EYFS Mobile Devices – Acceptable Use Policy (mobile phones, cameras and recording devices)

Reviewer: Nick Oakden February 2026
Approved by SMT: February 2026

1. Policy statement

Our setting aims to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Children may have their photographs and video footage taken to provide evidence of their achievements for developmental records (Learning Journal observations) using College devices. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of EYFS children.

2. Procedures

- All staff must ensure that their mobile phones, personal cameras and recording devices are left in their desks or in the HoY office during working hours.
- Personal mobile devices must not be used by members of staff when supervising children in the After School Care facility (unless in an emergency).
- Under the Data Protection Act 2018 the College must seek parental consent to take photos and videos. Photographs will be stored on the College computers in a designated area and all computers are password protected.

3. Mobile Phones (see also Code of Conduct)

- If any staff member has an emergency which requires them to keep their mobile close at hand, they should consult with the Head of the JPS and get permission for this. In this situation, any phone calls taken or made should be done so in a designated staff area of the setting where possible.
- Staff should not give out personal mobile numbers to pupils or parents/ carers for anything other than a specific school trip.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Safeguarding Lead or the Head.
- A personal mobile phone may be taken with a member of staff when escorting children to the swimming pool, the Woodland School or the farm but it may only be used in the case of an emergency.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with the College's disciplinary policy.
- Any staff visiting the Reception to Y2 area (e.g. on a short learning walk) must ensure their phone is not used and remains out of sight.

4. Cameras and recording devices

Children should only be photographed or filmed on video for the purpose of recording their development of participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child upon entry to the College and this may be found as part of the College contract.

- Only the designated school cameras or iPads are to be used to take any photos within the setting or on outings.
- Images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress
- All staff are responsible for the location of the cameras / iPads, which should be placed in a safe place when not in use.
- Images taken and stored on the camera / iPad must be downloaded as soon as possible. Images should only be downloaded to the College computer system / College cloud storage.
- Images may only be uploaded to the school website or social networking sites for marketing purposes or for communication with parents. No member of staff is permitted to upload images to any of these platforms unless they have been specifically authorized to do so by the Head of the JPS.
- Under no circumstances must cameras of any kind be taken into the toilet / wash area without prior consultation with the Head of JPS.
- Should photographs need to be taken in a toilet / wash area, i.e. of children washing their hands, then the Head of JPS must be asked first and staff should be supervised whilst carrying out this activity. At all times the camera / iPad must be placed in a prominent place where it can be seen.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Designated Safeguarding Lead or the Head.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with the College's disciplinary policy.

5. Legal framework

This policy will take into account all current and appropriate legislation as published by the government.