



Early Childhood Camera and Mobile Phone Policy

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| Policy Owner | Head of Early Childhood |
| Formally endorsed by | Council of Trustees |
| Endorsement Date | December 2025 |
| Next Review Date | December 2027 |

Introduction

The EYFS 2025 in paragraph 3.6 states: The safeguarding policy and procedures must state how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting.

Mobile Phones

Early childhood operates a no mobile phone policy, with the exception of emergency phones issued by the school, which are used outside for walks and expeditions and in Forest Kindergarten as their main point of contact.

- The use of personal devices including smart watches and mobile phones is strictly forbidden during contact hours.
- Teaching Staff, Guests and Volunteer mobile devices are switched off and placed in a lockable cabinet on arrival to the Early Childhood building and are not permitted to access or use during contact hours.

Kindergarten children are not permitted to have mobiles in school.

Visitors will be advised of our policy and requested to keep their mobiles switched off, out of sight and out of reach of the children.

Cameras

Photographs are occasionally taken by practitioners for the purpose of recording developmental progress or milestones. Photos taken for this purpose must be taken on school issued cameras with photos stored in line with the whole school GDPR guidelines. Teachers must be aware of children who do not have permission for their photos to be taken. Cameras are stored in the middle room in the Early Childhood building.

Photos of festivals are allowed to be taken by the school photographer and are stored in accordance to GDPR guidelines.

Only a designated Early Children school camera may be used to take photos of the children within the setting or on walks and outings. Images taken must be deemed suitable without putting the child/children in any compromising positions, which could cause embarrassment or distress.

- Under no circumstances must cameras of any kind be taken into the children's toilets.
- If a camera goes missing the Early Childhood Lead and GDPR folder must be informed.

Safeguarding; we are all responsible

- Parental permission for the taking of photos is received when the child begins at Michael Hall. This will include general permission for photo use on the website, prospectus etc and specific use for the recording of children's achievements, such as hand and craftwork in the children's individual folders.

Related policies:

Child Protection and Safeguarding Policy

Staff Code of Conduct

Safeguarding; we are all responsible