MOBILE PHONE & CAMERA POLICY FOR STAFF TEACHING EYFS 7 UNDER 8 YEARS

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October 2026

PERSONAL MOBILE PHONES

The welfare, protection and safety of every child in our care is of paramount importance, and we take our responsibility to safeguard children seriously.

We have procedures in place which we ask everyone to respect in order to help promote the safety of the children in our care. We believe our staff should be completely attentive during their hours of work to ensure all children receive good quality care and education:

Personal mobile phones must not be used during working hours.

- Personal mobile phones must be kept on silent or switched off during working hours.
- Personal mobile phones may only be used on a designated break and only in spaces where no children are located.
- Ideally a school mobile phone should be used, however in the event that this is not available, staff may use personal mobile phones with agreement from the senior leadership team. All photos to be deleted once uploaded, deleted from both the main folder and deleted folder.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head of School.
- Concerns will be taken seriously, logged and investigated appropriately (see the Federation Allegations against Staff Policy).
- A member of the senior team reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately.
- A staff member who breaches this policy will be subject to disciplinary investigation as outlined in the Federation's Staff Disciplinary Policy.

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USE OF CAMERAS/IPADS

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Images taken on EYFS cameras must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week. Once downloaded onto a secure site, these need to be deleted.

Under no circumstances must cameras of any kind be taken into the bathrooms. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Head of School must be asked first and staff be supervised whilst carrying out this kind of activity.

Failure to adhere to the contents of this policy will lead to staff disciplinary procedures being followed.

This policy should be read in conjunction with the Federation Safeguarding, Data Protection, and Photography Policies.

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