



Mobile Phone and Device Use Policy

Purpose

This section outlines how Westfield Community Primary School ensures the safe and appropriate use of mobile phones and digital devices within the EYFS. It protects children's privacy, dignity and safety, and supports our wider safeguarding procedures.

1. Principles

- Children's safety and wellbeing are paramount.
- Mobile phones and personal devices present safeguarding risks and must be strictly controlled.
- Staff model safe, professional behaviour at all times.
- EYFS environments are phone-free spaces to protect children from unauthorised photography, recording or distraction.

2. Staff Use of Mobile Phones

- Staff **must not** use personal mobile phones or smart devices in any EYFS learning area, including:
 - Seedlings, Acorns, Oaks and Reception classrooms
 - Outdoor EYFS spaces
 - Toilets, changing areas or sleep/rest spaces
- Personal devices must be:
 - Switched off or on silent
 - Stored securely in staff lockers or designated areas
- Staff may only use personal phones during breaks and in staff-only areas.
- Staff must never use personal devices to photograph, video or communicate with children or parents.

3. School-Owned Devices

- Only school-owned devices (e.g., iPads, cameras) may be used to capture children's learning.
- These devices are password-protected and used solely for educational purposes.
- Images and videos are uploaded to **Tapestry** or school systems in line with GDPR and parental consent.
- Devices are stored securely when not in use.

4. Visitors, Volunteers and Students

- Visitors, volunteers and students must not use mobile phones in EYFS areas.
- Phones must be switched off or silent and stored away.
- Visitors are informed of this policy on arrival.
- Any breach is reported immediately to the DSL.

5. Parents and Carers

- Parents/carers must not use mobile phones when entering EYFS areas, including:
 - Drop-off and collection points
 - Stay-and-play sessions
 - Classroom events
- Parents must not take photographs or videos of children on personal devices during EYFS activities unless explicitly authorised for a specific event.

6. Photography and Recording

- No personal device may be used to take photographs or videos of children.
- All images must be taken on school-owned devices and stored securely.
- Staff follow parental consent preferences at all times.
- Images are used only for educational purposes and never shared on personal platforms.

7. Safeguarding Concerns

Any inappropriate use of mobile phones or digital devices is treated as a safeguarding concern and reported immediately to the DSL. Examples include:

- Use of personal phones in restricted areas
- Attempting to photograph or record children
- Sharing images without permission
- Using devices in a way that distracts from supervision

The school will follow safeguarding procedures in response to any breach.

8. Monitoring and Compliance

- EYFS leaders monitor adherence to this policy daily.
- Any breach is recorded and addressed promptly.
- Staff receive regular reminders and updates as part of safeguarding training.

9. Review

This section is reviewed annually or sooner if:

- Safeguarding guidance changes
- EYFS statutory requirements change