



# Use of Cameras and Mobile Phones (EYFS) Policy

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## 1.0 INTRODUCTION

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones and devices with imaging and sharing capabilities and cameras in the EYFS setting at Lingfield College Prep School.

## 2.0 USE OF CAMERAS, MOBILE PHONES AND OTHER DEVICES

- 2.1 Mobile phones, and in particular the new generation of smartphones, such as the iPhone, now include many additional functions such as the integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to email, searching for information on the internet and access to social networking sites e.g. Facebook, Twitter, Instagram and Snapchat. As the smartphone has increased functionality, the consequences of misuse



can be serious. In addition, the 'safe and appropriate use of personal devices, wearable technology, mobile phones and cameras and electronic devices with imaging and sharing capabilities must be considered when implementing safeguarding procedures.

- 2.2 Due to the complexities in identifying the functions of wearable and electronic devices with imaging and sharing capabilities please ensure you seek advice as to its functions and its suitability to be worn in the presence of children. Imaging and sharing capabilities include but is not limited to 'camera, video and image taking functions as well as sound recording, receiving, or sending messages/texts/emails and receiving or making telephone calls. This is still applicable if the device itself does not work unless within a certain range of another personal device and in the event that these functions are switched off.
- 2.3 This is applicable to all Foundation Stage Employees, Volunteers, Students and Pool Staff.
  - Personal mobile phones and mobile and wearable or electronic devices with imaging and sharing capabilities cannot be used when in the presence of children on school premises.
  - In the Foundation Stage the use of personal devices including mobile phones, cameras and other recording devices including wearable devices with imaging and sharing capabilities is strictly forbidden. Personal mobile devices are to be stored in the lockable cabinet under the designated named allocated space. The lockable cabinet is kept in the staff room and will be locked during the day, access made available to staff at breaktimes and lunchtimes. It is the responsibility of the member of staff to adhere to the policy and store their mobile phone and personal mobile devices in the designated area.
  - Staff are asked to register their attendance and indicate on the Staff Register which number their personal device is stored. This to further indicate the safe keeping of all personal mobile devices.
  - Anyone working with Foundation Stage children must not have their mobile phone on their person, this includes during holiday clubs. Personal devices, phones and personal cameras must not be used in the classrooms, or in any area where children are present, this including outdoor areas, intimate care areas, the dining hall or areas of where Foundation Stage visit such as the PE hall, Forest School or the Art Room.
  - Personal wearable devices with imaging and sharing capabilities must not be on your person when working directly with the children, storing it appropriately away from children. For example, storing it in your bag in the cloakroom' or stored with your mobile phone in the Staff Room.
  - In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.
  - Personal calls may be made in non-contact time but not within the teaching areas, the only designated area for personal mobile phone use is within the Foundation Stage Staff Room. When accessing personal devices please ensure the door remains closed.
  - Mobile phones or personal wearable devices with imaging and sharing capabilities must not be used in any teaching area within the setting or within the bathroom/toilet areas and nappy changing areas.
  - Personal mobiles, personal wearable devices with imaging and sharing capabilities, cameras or video recorders should not be used to record classroom activities. School equipment should be used.
  - Photographs and recordings can only be taken of children using school authorised and owned equipment. No image of a child should be taken, transferred or stored on your personal device.



- Our Nursery Management Software FAMILY should not be accessed on any personal device, unless you have been given parental rights to access the system because your child attends the Foundation Stage. In this instance, you will only have access to your child's profile.
- All telephone contact with Parents/Carers should be made on the school telephone.
- Mobile phones should be switched off or put on 'silent mode' during school hours and must never be used in the classroom or around the children. They must also be switched off or silent during staff meetings or meetings with parents.
- The posting of material on social networking sites with no thought to the risks to personal reputation and sometimes with the deliberate intention of causing harm to others will be considered a breach of the Staff Code of Conduct.
- Mobile phones, personal wearable devices with imaging and sharing capabilities or personal devices must not be used to send images of children to other personal mobile phones or personal devices, staff or personal emails or private contact numbers of staff.
- It is an expectation that you adhere to all guidance referred to in the Staff Code of Conduct, the Safeguarding & Child Protection Policy, the Foundation Stage Policy, and the Prep School Staff Handbook.
- Posters are on external class doors to the Foundation Stage explaining that mobile phones are not allowed, and the Volunteer Guidance Booklet and Visitor Information Leaflet also make this clear.
- Staff must avoid using iPads or their own personal devices when they are responsible for supervising pupils, unless used for educational purposes or in the course of carrying out their duties.
- For Use of ICT and Smart Phones in Senior School – see E-Safety Policy, Student Code of Conduct and the Mobile Phone SS (Electronic Devices) Policy.

### **3.0 SANCTIONS**

A low-level concern will be considered, and reporting will ensue in line with the Low-Level concerns policy. Equally, if you are aware that a breach of this policy is made, you have an obligation to inform your Designated Safeguarding Lead or Headmaster as per your Safe Working Practice Agreement and KCISE reporting requirement. Staff members who infringe the rules set out in this document could face having their phone and/or personal wearable devices with imaging and sharing capabilities confiscated by a Senior Staff Member and may face disciplinary action.

### **4.0 VISITORS, PARENTS, CONTRACTORS, AND NON-FOUNDATION STAGE SCHOOL STAFF**

- 4.1 All mobile phones must be stored securely out of reach within the setting during contact time with children. Any mobile phones or personal devices with imaging and sharing capabilities brought onto the Foundation Stage site should be ideally kept in a bag in the Foundation Stage Office or in the Foundation Stage Staff Room lockable cabinet. All supervised parents, contractors, visitors or non-foundation stage staff may keep their mobile phones and personal wearable devices with imaging and sharing capabilities in their pockets or bags or on their person and may not access them during their visit in the Foundation Stage. The supervising member of staff will inform all visitors, parents upon arrival of this policy.
- 4.2 No parent is permitted to use their mobile phone or personal wearable device with imaging and sharing capabilities especially refraining from the use of its camera or videoing facility on their device, whilst



inside Foundation Stage buildings or around the grounds when children are present. All Visitors and Parents will be reminded of our policy upon arrival.

- 4.3 Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.
- 4.4 Personal calls that visitors, or parents wish to make may not be made within the teaching areas, the only designated area for personal mobile phone use is within the Foundation Stage Staff Room. When accessing personal devices please ensure the door remains closed.
- 4.5 Mobile phones or personal wearable devices with imaging and sharing capabilities must not be used in any teaching area within the setting or within the bathroom/toilet areas and nappy changing areas.
- 4.6 Personal mobiles, personal wearable devices with imaging and sharing capabilities, cameras or video recorders should not be used to record classroom activities. School equipment should be used.
- 4.7 Photographs and recordings can only be taken of children using school authorised and owned equipment. No image of a child should be taken, transferred or stored on your personal device. Contractors remain the responsibility of the Estates and Facilities and have the appropriate checks before entering the Foundation Stage. Guidance is shared and recommendations are made to prohibit the use of mobile phones whilst children are present. Devices that are owned by the School and that are used within the Foundation Stage are devices that are school registered and are permitted for the use in the school site.

## 5.0 PHOTOGRAPHS AND VIDEOS

- 5.1 At Lingfield College we recognise that photographs and video recordings play a part in the life of the Nursery. We ensure that any photographs or recordings (including CCTV) taken of children in our Nursery are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on a regular basis to ensure that this permission is still valid.
- 5.2 We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child's learning journey, for display purposes, for promotion materials including our Nursery website, brochure and the local press and for security in relation to CCTV and the different social media platforms we use
- 5.3 Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the Nursery. Lingfield College staff monitor all photographs and recordings to ensure that the parents' wishes are met, and children are safeguarded.

## 6.0 NURSERY MANAGEMENT SOFTWARE

- 6.1 At Lingfield College Nursery we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media. Individual Permissions are sought for images taken and stored on FAMILY, our Nursery Management Software. These permissions discourage the sharing of images and protect the uploading of children's images without consent onto social media platforms.
- 6.2 We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out. If a parent is not satisfied about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.