

Forres Sandle Manor (EYFS) Policy

Policy Title	Use of Mobile Phones and Cameras, Smart Watches and electronic devices
Policy Lead (Appointment (& Initials))	Head of Pre-Prep (TJS)
Date of Last Review	January 2025
Date of Next Review	January 2026

USE OF MOBILE PHONES, CAMERAS, SMART WATCHES AND ELECTRONIC DEVICES

General Welfare Requirements: Safeguarding and promoting children's welfare.

The provider must take the necessary steps to safeguard and promote the welfare of children.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and wellbeing		3.3 The learning environment	

Policy Statement

Mobile phones may not be used by staff in the EYFS. We have a duty of care for the health, safety and wellbeing of each and every child in the EYFS in both the indoor and outside learning environments and the use of a mobile phone must not detract from the quality of learning, supervision and care of children.

NB/ This policy refers to mobile phones, cameras, and all electronic devices with imaging and sharing capabilities, including SMART watches and similar technology in accordance with EYFS changes of January 2025.

Procedures

- The Pre-Prep has a landline which is reserved for calls related to the school's business, though it is available for staff use when necessary.
- Staff may have their mobiles with them in school for emergency contact with their families. They are asked to keep them with the school secretary who will get them in the case of an emergency or in the staff room. Casual or inappropriate use of the phone, either through texts or calls, distracts from the care of the children and may cause a risk.

- Staff who have directed time with EYFS will now no longer wear SMART watches, taking into account new guidance.
- Should a member of staff need to answer their mobile phone in the case of an emergency or another essential purpose, they will immediately inform another member of staff in their classroom or the Head of Pre-Prep or the Nursery Manager that they are doing so and if possible warn colleagues that they may be expecting such a call if this is appropriate. They must ensure that staff/pupil ratios are adequate to enable them to take their call.
- Text messages and casual phone calls should be made in the free-time of the staff and not when in the presence of, or when supervising, children.
- It is a requirement that staff take a mobile phone with them to Forest School, outside visits and trips. This contains contact numbers for use in emergencies and may be used to contact the emergency services if necessary.
- Staff are made aware that if the Head of Pre-Prep observes, or become aware of staff using mobile phones, SMART watches or similar devices for calls or texts for non-essential purposes when they should be supervising children, she will draw this to the attention of to the Head of the school. Should the offense be that of the Head of Pre-Prep. It will need to be considered whether the staff member was meeting the needs of the children, when using the device. (Mobile Phones Feb 2011, No. 110003)
- Only School cameras or i-pads are used to take photos of appropriate photographs of the children in the EYFS. These are only to be used on school equipment within the setting or on trips for record keeping purposes and must never be appropriated for staff use. No other electronic devices with imaging and sharing capabilities should be used in the EYFS.
- Parents' permission is sought to publish children's photos, and parents have the right to refuse this permission.