



Gosfield School

EYFS Mobile Phone, Smart Watch and Camera Policy

At Gosfield School, safeguarding and promoting the welfare of children is our highest priority. We recognise that mobile phones, smart watches, cameras, tablets and other electronic devices can present safeguarding, data protection and privacy risks if used inappropriately.

In accordance with the Early Years Foundation Stage Statutory Framework (September 2026), Keeping Children Safe in Education (KCSIE) 2026, Data Protection legislation and the school's safeguarding procedures, we have robust arrangements in place to regulate the use of mobile phones, smart watches, cameras and other electronic devices within the EYFS. These arrangements are designed to safeguard children, staff and families and to ensure that images and personal information are handled appropriately and securely.

Personal Mobile Phones and Smart Devices

- Personal mobile phones, smart watches, tablets, fitness trackers with messaging or recording capabilities, cameras, video recording equipment and any other personal electronic devices capable of communication, image capture, recording or internet access must not be used in the presence of Nursery or Reception children.
- Personal mobile phones and smart devices must be switched to silent mode and stored securely in a designated locked location during contact time with children. Devices must remain inaccessible to children at all times.
- Personal devices may be used in non-contact time but not within the teaching areas occupied by pupils.
- If necessary, visitors may be given a quiet space where they can use their phone where no children are present.
- Personal mobiles, smart watches, cameras or video recorders should not be used to record classroom activities. School equipment only should be used.
- Photographs and recordings can only be transferred to and stored on a school device or laptop before printing or transferring to the Tapestry Online Learning Journal.

- Staff are asked to supply the main school number for people to contact them in the event of an emergency during school times.
- All telephone contact with Parents/Carers should be made on the school telephone.
- During group outings, nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes.
- During educational visits, Forest School sessions, sporting activities and off-site events, staff may carry personal mobile phones for emergency purposes only where authorised by the Visit Leader, Head of Prep or Principal. Personal devices must not be used for photography, recording or social communication during the activity. School equipment should be used wherever possible.
- Staff mobile phones may be taken on school trips and visits, Forest School lessons and sports lessons and visits at the discretion of the school and should be carried in bags and only be used in emergencies. They should not be used for photography unless the school gives permission.
- All parents will be asked for permission for the school to photograph their children upon the child's entry to the school. Permission can be rescinded at any time by the parent or carer in writing.
- In the case of school productions and sports day, parents are permitted to take photographs/video footage of their own child in accordance with school protocols, but parents are reminded that any images taken at school events remain their personal responsibility. Parents must not identify, tag or publish images of other children without appropriate consent and should follow school guidance regarding social media use.

School-Owned Devices

School-owned cameras, tablets, laptops and mobile phones may be used for educational, communication and recording purposes where authorised by the school.

All images and recordings of children must:

- Be taken only on school-owned devices.
- Relate directly to educational activities or school events.
- Be stored securely.
- Be transferred promptly to approved school systems.
- Be deleted from portable devices once transferred.
- Be managed in accordance with the school's Data Protection and Image Use procedures.

Staff must never transfer images of children to personal devices, personal email accounts, cloud storage services or social media platforms.

Artificial Intelligence and Emerging Technologies

Staff must not use artificial intelligence applications, image-generation tools, facial recognition systems or any technology that processes or stores children's personal information unless authorised by the school and compliant with safeguarding, data protection and school procedures.

Images of children must not be uploaded to personal AI platforms, image-generation applications or publicly accessible digital services.

Online Safety

Online safety is an integral part of safeguarding practice.

Staff understand that inappropriate use of devices, social media, online communication platforms or digital technologies may present safeguarding risks to children.

All staff are expected to follow the school's:

- Safeguarding and Child Protection Policy.
- Acceptable Use of ICT Policy.
- Staff Code of Conduct.
- Data Protection Policy.

Any concerns regarding online safety or inappropriate digital behaviour must be reported immediately to the Designated Safeguarding Lead (DSL).

Visitors, Contractors and Volunteers

All visitors, contractors, students and volunteers entering EYFS areas will be informed of the requirements of this policy.

Visitors may only use mobile phones in designated areas away from children.

Any visitor wishing to photograph or record an activity must gain permission from the Principal or delegated senior leader and comply with school safeguarding procedures.

Reporting Concerns

Any concern that a mobile phone, smart watch, camera or electronic device has been used inappropriately in relation to a child must be reported immediately to the Designated Safeguarding Lead and Principal.

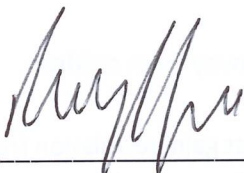
Any safeguarding concern involving images, recordings, communication or online activity will be managed in accordance with the school's Safeguarding and Child Protection Policy and, where appropriate, referred to external agencies.

BREACHING THESE GUIDELINES *(Please refer to Acceptable Use of ICT – Policy for Staff)*

Any member of staff breaching these guidelines will be the subject of an internal investigation which may result in serious consequences. Where there is evidence that a member of staff has behaved inappropriately and with poor judgement, the Principal will decide on the course of action. Such a decision will reflect the seriousness of the incident.

Misuse of the ICT provision or malpractice that compromises the School's network, security or data will be dealt with. If the incident is identified as a malicious attack, it will be investigated, and any cause for concern identified such as extremism, hate, data breach, or organised crime will be referred to the relevant authorities. Any action that compromises the School's security may become a Police matter. The Principal will decide when the investigation is complete.

Misuse of the ICT provision at school by a member of staff may result in disciplinary action being taken by the Principal. Disciplinary procedures for staff are set out in the staff handbook.

Principal's Signature:  Date: 1/9/26

Date of next review: September 2027