

## EYFS Mobile Phones

### Use of phones by Staff

- All staff who work within EYFS should ensure that their phone is put away and out of sight when children are present. The only exemption is if there is an emergency and there are no other means to get support.
- Staff may use their phone in the staffroom and in areas where the EYFS children are not present.
- Staff may take book the school mobile phone to use on school trip.
- Staff may use class iPads to take videos and photos to upload onto the online learning journal only (Tapestry). These remote devices must remain in school and must be locked away when not in use.
- Staff should exercise caution when using their phone outside of school hours. They should not accept requests from any pupils on social media platforms.
- Staff should not take photos or videos of the children on their mobile phones.
- If any member of staff is suspected of having unsuitable material on their phone, then the DSL should be contacted immediately.

### Use of phones by parents/carers

- Parents and carers are not permitted to take photos of their children during events.

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