

# Norwich School

## Policy on the use of mobile devices in EYFS

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This policy covers the school's Early Years Foundation Stage (EYFS) provision.

To ensure the safety and welfare of children in our care this policy outlines the protocols for the use of personal electronic devices including mobile phones and cameras in the EYFS setting at the Lower School. Whilst the school accepts that employees will bring mobile phones to work the school also recognises that there are potential hazards in the use of mobile phones in the EYFS setting.

EYFS staff may carry their personal electronic devices with them but they must be set to silent mode and are only to be used for emergencies. Staff working with or supervising children may not use their personal electronic devices for making or receiving personal calls or text messages. Should a member of staff need to use their personal electronic device in an emergency, then they will report its use to the Head of Pre-Prep at the earliest opportunity following the use. The Head of Pre-Prep will then log this on the 'Record of the Use of Personal Electronic Devices in EYFS'. This log will state when the phone was used and why.

Under no circumstances are staff to use the camera on their personal electronic device or any other personal recording equipment to take photographs or recordings of children. Staff can use camera equipment provided by the school to take photographs for the purpose of recording children's activities and their progress. These photographs may only be stored and used in accordance with the school's policy on the taking and storing of images of children.

It is the responsibility of all staff to make their families aware of the school telephone numbers, so that they can be contacted should a personal emergency arise.

Parents and visitors accessing the Pavilion are politely requested, in the interests of pupil safety, to not use their mobile phones within the building.

During educational visits and trips staff may carry their own personal electronic devices but they should only be used in emergencies. Should a member of staff need to use their personal electronic device in an emergency, then they will report its use to the Head of Pre-Prep at the earliest opportunity. The Head of Pre-Prep will then log this on the 'Record of the Use of Personal Electronic Devices in EYFS'. This log will state when the phone was used and why.

The school has a separate policies **BYOD Policy – Staff and Visitors** and **Taking and Storing Images of Children** that outline the school protocols for recording and storing of images and recordings.