St Mary's School
CAMBRIDGE

EYFS Mobile Phone and Devices Policy

This policy is the responsibility of Head of Juniors

Last review: March 26

Next review: March 27

Introduction

This policy is in line with the Early Years Foundation Stage Statutory Framework for Group and School-based Providers effective from 1 September 2026.

The Early Years Foundation Stage (EYFS) team within St Mary's Junior School are committed to ensuring the safety of children in its care at all times. All staff recognise the importance of mobile phones in school, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children.

In the EYFS, safeguarding pupils is paramount and it is important that all staff use mobile phones and other technological devices appropriately to ensure that pupils are safe.

This policy applies to all staff, parents, visitors and volunteers working within the EYFS, and covers both indoor and outdoor areas of learning. Failure to adhere to this policy may result in disciplinary action.

All staff working with Early Years children

Staff will not use mobile phones and personal electronic devices with imaging and sharing capabilities while working.

Smart Watches must be set to Airplane Mode and must not be used to record or share images.

Staff may use their use their mobile phones during break / lunchtimes in an area not used by children.

If staff need to make a personal call during a session, they should (with agreement of their line manager), make this in the agreed area not used by children.

Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency during session hours.

A School mobile phone will be taken on all school trips.

Mobile phones will be stored out of reach of children including staff, visitors, parents volunteers and students.

EYFS Children

EYFS Children are not allowed to bring mobile phones into school.

Visitors and parents/carers

Visitors and parents/carers are not permitted to use mobile phones and personal electronic devices with imaging and sharing capabilities while visiting.

This policy will be explained upon arrival to visitors, parents and volunteers and clear signage supports this message. If a visitor or parent/carer is seen using their mobile phone, they will be politely reminded of the school policy and that the junior school is a no phone zone. Visual reminders are located in different areas of our setting. If parents/carers wish to use their phone they will be advised to use this away from the school premises. If visitors have nowhere to store their devices out of sight, a labelled box is provided in the Coach House foyer for them to store them.

Photographic and video images

It is good practice at times to record photographic and video images of pupils, or to allow pupils to record images of each other to assist teaching and learning, or to celebrate achievement.

There is, however, potential for images of children to be misused. We therefore adhere to the following code:

• Only record images when there is a justifiable need and using a school device.

• Ensure that pupils understand the reason for the recording of the images and how the images will be used and stored.

• Ensure that all images recorded are available for scrutiny.

• Avoid making recordings in one-to-one situations.

• On admission to the School, parents give consent that images and recordings of their children can be used for legitimate reasons.

• If a photograph is used, the pupils should not be named without direct parental consent.

• Where the School has decided that images should be retained for future use, they should be stored and used only by those authorised to do so.

• School devices and our online journal software is the agreed medium for EYFS staff to take and then store photographs of pupils. All these devices are securely locked via password protection and subject to the school's filtering and monitoring system.