



The Children's House

Mobile Phone and Electronic Device Policy

This policy should be reviewed biennially and as required by legislation.		
Action	Reviewer	Date
Review	AS	Nov 2023
Approved by Chair of COM	DB	Nov 2023
Date for next internal review		Nov 2025

Linked Policies:

- Online Safety
- Acceptable IT Use
- Privacy Notices
- Data Protection (GDPR)
- EYFS Foundation Stage
- Safeguarding Policy



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Mobile Phone and Electronic Device Use

This policy refers to all electronic devices, both school owned and personal, which are able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem necessary to safeguard children.

Personal mobile phones and other devices that accept calls, messages and video calling

At The Children's House School we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the school receive good quality care and education. This conforms with the requirements of the Early Years Foundation Stage 2024 in regard to imaging and sharing.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or Fitbits during working hours. The only exception to this is on school trips, where staff mobile devices will be used to keep in touch with the school and to contact parents or other services in case of emergency. Staff will ensure that the number is hidden to avoid a parent or student accessing a teacher's private phone number.

This policy should be used in conjunction with our Online Safety and Acceptable IT Use policies, to ensure children are kept safe when using the School devices online.

Staff must adhere to the following:

- Mobile phones/smartwatches/Fitbits can only be used on a designated break/lunchtime and then this must be away from the children.
- Mobile phones/smartwatches/Fitbits should be stored safely in staff boxes in staff rooms or the office at all times during the hours of your working day.
- Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the School.
- Only the designated School iPads are to be used to take any photo or video within the setting or on outings. The use of School devices, such as tablets, must only be used for School purposes
- Images taken on the School iPads must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of their designated iPad, ensuring that it is locked with a code when not in use.
- Images taken and stored on the iPad will be stored in Photo Stream (Apple iCloud), for shared use by those with a login. All photos will be deleted at the end of the academic year.
- Any apps downloaded onto School devices must be done only by the IT Co-ordinator with permission from the Headteacher or Deputy Headteacher. This will ensure only age and content appropriate apps are accessible to staff, or children using them
- Passwords/passcodes for School devices must not be shared or written down, and will be changed regularly
- School devices will not be taken home with staff and will remain secure at the setting when not in use.

These areas are mobile free areas:



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At the Nursery: where children play and carpet areas, the glass classroom, the upstairs and downstairs rooms and adult and children's toilets and on the stairs.

At the Upper School: All the classrooms, adult and children's toilets, the playground and hall when there are children present.

Parents' use of mobile phones and smartwatches

Parents must not use their mobile phones whilst in the School or playground collecting or dropping off their child. We will ask any parents using their phone inside the School premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents are permitted to take photos and videos at School concerts but are requested not to share these on social media to ensure that children whose parents do not wish for them to appear online are protected.

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the School.

Visitors' use of mobile phones and smartwatches

Visitors are not permitted to use their mobile phones or smart watches whilst at School and are asked to leave them in a safe secure place/School office for the duration of their visit unless accompanied by a member of the Senior Leadership Team.

Photographs and videos

At The Children's House we recognise that photographs and video recordings play a part in the life of the School. We ensure that any photographs or recordings (including CCTV) taken of children in our School are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on a regular basis to ensure that this permission is still valid.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our School website, brochure and the local press; and for security in relation to CCTV and the different social media platforms we use. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out.

The Senior Leadership Team will monitor all photographs and recordings to ensure that the parents' wishes are met, and children are safeguarded.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.



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This Policy was reviewed, amended and agreed by the Council of Management in November 2023. It will be reviewed again in two years' time.

Signed: Danielle Dufey, Chair of the Council of Management _____