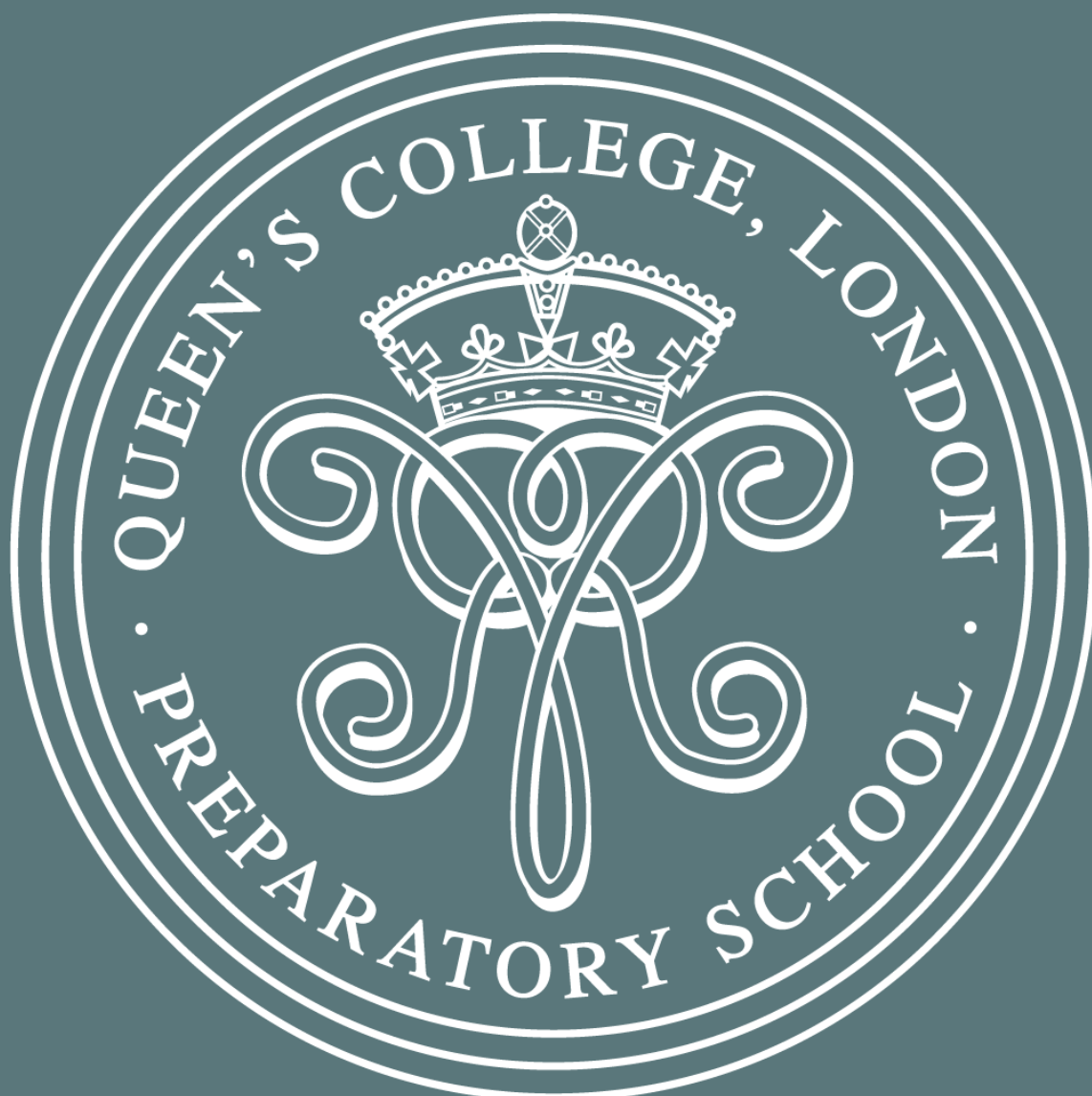


Queen's College Preparatory School (including Early Years Foundation Stage)

Use of Mobile Devices in the Early Years Foundation Stage (EYFS) Policy

*Due for review during
Michaelmas Term 2026*



Use of Mobile Devices in the Early Years Foundation Stage (EYFS) Policy

Queen's College Preparatory School recognises that staff, students and volunteers may wish to have their personal mobile phones in school for use in case of emergency. It is acknowledged that people may also have other electronic devices, including those with image and sharing capabilities in their possession or within their personal belongings. Safeguarding of pupils within the School and our Early Years setting is paramount and it is recognised that personal mobiles, and other devices, including cameras have the potential to be used inappropriately and therefore the School has implemented the following policy.

The Early Years Safeguarding and Welfare Requirements, September 2025 (paragraph 3.6) require all schools to include within the Safeguarding and Child Protection Policy how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting.

To ensure the safety of pupils, the School does not allow staff to use personal mobiles, cameras or other electronic devices with image and sharing capabilities whilst pupils are present. Devices must be secured out of sight. Outside school working hours and when there are no girls on site, mobiles, cameras and other electronic devices may be used.

Mobiles, cameras and other electronic devices with image and sharing capabilities must be stored in staff bags, a lockable cupboard or in the staff room, whilst pupils are on the School site. Mobile telephones must be placed on mute.

Staff who do not adhere to this policy may face disciplinary action.

In an emergency, staff may be contacted via the School Office and messages passed on as soon as possible. If staff are aware of a likely eventuality, they should advise the Principal, Deputy Head (Pastoral), Head of Early Years Foundation Stage or School Office so they can respond speedily and with sensitivity.

With regard to the use of mobiles, cameras and electronic devices with image and sharing capabilities by others (this may include children, parents, visitors and contractors), there are specific notices in Little Corgis and Reception classrooms requesting that they are not used on School premises. All visitors are made aware of the School's policy regarding the use of such devices upon arrival. Should a visitor use any of the aforementioned devices while on School premises, the relevant notice should again be brought to their attention.

In exceptional circumstances, such as a family emergency, a visitor's mobile may be used in the School Office. Permission should be sought from a member of the Prep Leadership Team. A visitor may also use a mobile telephone in the School Office.

Parents are not permitted to have visible any mobile, camera or electronic device with image and sharing capabilities whilst on the School site and must never use them around Early Years Foundation Stage (Little Corgis and Reception) pupils.

For concerts, events, and performances, both on and off-site, parents may be given specific permission to take photographs of their children, but strictly on the agreement this is for private use only and not for publication or use on social media; this includes any uploading to WhatsApp, including groups set up by class representatives.

Only mobiles and devices belonging to the School may be used to take appropriate and relevant images of Early Years Foundation Stage (Nursery and Reception) children. Images may only be used in accordance with data protection legislation, namely the General Data Protection Regulation 2016.

School-owned iPads are used in Little Corgis and Reception classes for staff to collect images of pupils, including for our secure online learning journal system, Tapestry. These are shared with parents who have an individual login to access their own child's photographs and videos only. Photographs and videos are deleted once used and published.

Staff may not take photographs of bruising or injuries on a child for child protection concerns.

School mobiles, cameras or devices should only be used for work related matters.

In the circumstances where there is a suspicion that the material on a mobile or device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding and Child Protection Policy will be followed, including taking advice from external agencies.

Related documents

Early Years Foundation Stage Policy
Data Protection Policy
Safeguarding and Child Protection Policy

Written	Author/Reviewer	Review Date	Version
October 2025	Katie Paynter	September 2026	2025.01