



Merchant Taylors' Schools, Crosby

EYFS Use of Camera and Mobile Phones Merchant Taylors' Prep

Policy Owner:	Head of EYFS
Last reviewed by: Date:	Head of EYFS January 2026
Last approved by: Date:	Executive Team February 2026
Frequency of Review	Annual
Next Policy Review by Owner:	January 2027
Next Policy approved by Board of Governors:	N/A
Circulation:	All Staff & Governors Inspection Portal School Website Parent Portal
Related Policies:	Safeguarding Policy Acceptable Use Policy
Regulatory Body:	Department for Education / Independent Schools Inspectorate
Relevant Legislation / Guidance:	The DfE statutory policy Keeping Children Safe in Education (KCSIE) (2025); Children and Social Work Act 2017; The DfE statutory policy in Working Together to Safeguard Children (2023); The Early Years Foundation Stage Statutory Framework (2025); Photography and sharing images policy NSPCC Learning Child Protection in Sport Unit NSPCC

Contents



	Page
1. Purpose	1
2. Protocols	1
3. Monitoring and Review	1



1. Purpose

To ensure the safety and welfare of the children in our care. This policy outlines the protocols for the use of personal mobile phones and cameras in the Reception Unit.

2. Protocols

- Personal mobile phones cameras and video recorders cannot be used when in the presence of children on school premises.

- All mobile phones must be stored securely within the setting during contact with children. (This includes staff, visitors, parents, volunteers and students).

- No parent is permitted to use their mobile phone or use its camera facility whilst inside school buildings. School policy regarding this matter should be explained clearly to Parents by the Head of EYFS.

- Mobile phones must not be used in any teaching area within the setting or within the bathroom area.

- In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.

- Personal calls may be made in non-contact time but not within the teaching areas.

- Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.

- Photographs and recordings can only be transferred to and stored on a school computer before printing.

- All telephone contact with Parents/Carers must be made on the school telephone. During periods of lockdown/isolation, calls may be made from home if necessary, however staff should take all reasonable steps to conceal their personal contact information, disabling caller id.

- During group outings nominated staff will have access to a mobile phone which can be used in an emergency or for contact purposes.

- In the case of school productions, Parents/carers are permitted to take photographs of their own child in accordance with school protocols which strongly advise against the publication of any such photographs on social networking sites.

3. Monitoring and Review

It is the responsibility of all staff to adhere to this policy. It will be reviewed annually by the Governing body.