



Policy for the Use of Smartphones and Cameras in the EYFS (Includes Photography Policy)

Also refer to '**Whole School Safeguarding and Child Protection Policy**', '**Communication Policy and Guidance for Parents**', '**Staff Code of Conduct**', '**Policy on Pupils' Use of IT, Smartphones and Other Electronic Devices**' and '**Whole School Privacy Policy**'.

Policy Statement:

Cranford School ensures that robust procedures are in place to safeguard children from the misuse of smartphones, cameras and digital devices within the EYFS. This policy reflects the requirements of the Statutory Framework for the Early Years Foundation Stage (2024), specifically:

- Safeguarding & Welfare Requirement: Child Protection (3.6) – settings must outline “*how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting.*”
- ISSR Standard 7 (3.4–3.8) – early years safeguarding policies must include the setting’s approach to mobile phones and cameras.
- The policy also reflects strengthened expectations around online safety, data protection, and safe digital practice.

This document is available on the Whole School Staff Teams area and on the School website. It is reviewed annually or sooner if legislation or guidance changes.

Key Personnel:

The Headmaster or Head of Pre-Prep should be contacted should you have any questions or concerns regarding this document.

This policy supports the four EYFS principles: This policy supports the EYFS overarching principles and learning and development requirements, particularly in relation to inclusive practice, positive relationships, enabling environments, and personal, social and emotional development.

Use of Personal Smartphones:

- The EYFS is a smartphone-free zone for parents and visitors. Clear signage is displayed. Visitors must switch off and store devices before entering.
- Staff use of personal smartphones is strictly limited to break times and only in staff-only areas or off-site when not supervising children.
- In Reception, personal phones must be stored in lockable cupboards, inaccessible to pupils.

Personal smartphones **must never** be used:

- in rooms where children are present
- to take photographs or videos
- for messaging or communication relating to pupils
- All personal devices must be passcode protected.
- Staff must ensure that immediate family have the main school telephone number for emergencies.
- When taking children off-site, staff use a school mobile phone. If a personal phone is carried for emergency use, no personal calls may be made or received.
- Staff must never use personal devices to capture images on outings; school cameras or school iPads must be used.

Cameras, Digital Imagery and Use of Photographs

Staff must not bring personal cameras into school. Personal mobile phone cameras must **never** be used to photograph pupils.

- Only school-owned cameras or iPads may be used to capture images of children.
- Photographs are taken only for:
 - documenting learning and development
 - observation and assessment
 - curriculum evidence
 - internal displays
 - inspection evidence (Ofsted/ISI)
- school marketing (with parental consent)
- Parental permission is always obtained before images are used externally.
- Parents may photograph their own child at events but must avoid capturing other children unless permission has been granted.
- Parents are reminded not to upload images of other children to social media without consent, in line with the Communication Policy.
- Staff follow GDPR (2018) and the Whole School Privacy Policy:
- Images are stored securely in the school's Media Bucket with staff-only access.
- No external access is permitted.
- Staff should avoid taking images or documents off-site. If this is unavoidable, they must ensure secure handling and storage.

Online Safety and Digital Safeguarding

In line with strengthened EYFS expectations around online safety, Cranford School ensures:

- Staff understand the risks associated with image sharing, cloud storage, social media, and digital communication.
- No images are stored on personal devices, personal cloud accounts, or messaging platforms.

- Staff receive regular training on:
 - safe digital practice
 - secure handling of digital media
 - recognising and reporting online-safety concerns

Reviewed: May 2026
Review due: May 2027

Head of Pre-Prep and DSL
Head of Pre-Prep and DSL