



Kimbolton School
Cambridgeshire

PREPARATORY SCHOOL EYFS POLICY FOR THE USE OF ELECTRONIC DEVICES

Policy owner: Prep Head
SLT Policy: Prep Head
Policy Summary Statement: This is our EYFS policy covering use of electronic devices at the Preparatory School.

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Preparatory School EYFS Policy for the use of Electronic Devices

Introduction

The details of this policy are applicable to the EYFS setting. The broader expectations are applicable to Kimbolton Preparatory School

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of personal electronic devices including all electronic devices with imaging and sharing capabilities. This includes but is not limited to: mobile phones, iPads, watches and cameras. The scope of this policy includes the EYFS setting at Kimbolton Preparatory School and is particularly pertinent to the Lower Prep building, which houses the EYFS setting.

Procedures set out in this policy apply when EYFS pupils use teaching areas across the school including: the Hunter Hall, the playground (especially as parents enter and leave for drop off and collection), music room, ICT room, the gym, the dining room, the swimming pool and all outdoor spaces though are not limited to these areas. In short, the policy applies wherever EYFS pupils are present.

Personal mobile phones, cameras and video recording equipment (including smart watches with image taking capabilities) cannot be used when in the presence of children on school premises including the Dining Hall and swimming pool. And should not be used to record images of children.

In Aragon House (Lower Prep), a dedicated mobile phone is provided for emergency situations if the office telephone is inaccessible. This telephone does not support image taking. This could be used to call an ambulance or contact the school nurse if the adult cannot leave the building. There is also a dedicated mobile phone for use on school trips. Dedicated school network linked phones are permissible. Images should be transferred to a secure area on the school network and deleted from the device as soon as practicably possible.

All mobile phones must be stored away, out of reach and sight of the children within the setting (the LP building or areas used by EYFS pupils) during contact time with children. (This includes staff, visitors, parents, volunteers and students). They should not be visible in classrooms or teaching areas at any time. Mobile phones must not be used in any teaching area, including the Dining Hall) changing/toilet areas.

Personal calls may be made in non-contact time but not within the teaching areas. Private offices or the staffroom are advised. In the case of a personal emergency staff should use the school telephone.

No parent/carer is permitted to use their mobile phone or use its camera facility whilst inside school buildings, in the swimming pool or around the grounds when children are present. This begins from the Reception gate where parents enter and exit each day. 'No mobile phone' signs are placed at entrance doors and gates to the LP building to remind all parents and visitors.

Personal mobiles, cameras or video recorders must not be used to record classroom activities. To respect the privacy and confidentiality of each child, School equipment only should be used.



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Photographs and recordings can only be transferred to and stored on a School device before printing. This includes photographs and recordings used for Tapestry too.

It is the responsibility of all staff to make families aware of the school telephone numbers. All telephone contact with Parents/Carers should be made on the school telephone.

During group outings staff may use their own phones in an emergency or for contacting colleagues on the trip, but not for personal use during the school outing.

In the case of school productions and sports day, parents/carers are permitted to take photographs/video footage of their own child in accordance with school protocols. We request that parents do not upload images to social media which include photographs of other children. Many school events will be videoed/photographed by school staff or by an authorised person/ company where applicable. Event programmes publish a statement to this effect for all parents to read and remind them of our safeguarding procedures in order to protect other children's privacy and confidentiality rights.

Staff are all aware of photography restrictions for individual children and ensure parents specific requests are adhered to.

It is the responsibility of all staff to adhere to and support the effective implementation of this policy. Regular reminders are shared at INSET training days at the start of each term.