



Scarborough College

EYFS PHONE AND CAMERA POLICY

This policy applies to EYFS.

- Under the Data Protection Regulations, the pre-school must seek parental consent to take photographs and use video recorders. Photographs will be stored on the EYFS laptop which is password protected, until the pre-school ceases to operate. Should this occur, then all photographs will be shredded or deleted from the EYFS laptop.
- The EYFS digital camera/school mobile phone/ipad or memory cards must not leave the school setting. Photos are printed in the setting by staff and images are then removed from the camera's memory.
- Photographs may be taken during indoor and outdoor play and displayed in albums or the child's development records.
- Evidence Me software keeps all photos and comments in a central secured server so there is no risk in the Little Owls setting.
- Often, photographs may contain other children in the background.
- Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographed by staff and parents/carers, but always in full view of all attending.
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our School via our website, etc; permission is sought for this at the start of the year.
- Many mobile phones have inbuilt cameras, so Little Owls' staff mobile phones should be turned off and left with personal belongings in the office lockers. Reception staff phones are also left with personal belongings except for break times, when they are carried on the person.
- Emma Pickering is permitted to carry her personal mobile phone at all times, (due to a serious medical condition of her son) and needs access to calls at any time.
- Visitors may only use their phones outside the building. "No mobile phone" posters placed around school
- Cameras and mobile phones are prohibited in the toilet and nappy changing areas.
- Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made or accepted if deemed necessary and by arrangement with the Supervisor.

The Little Owls' mobile phone is carried by the outdoor person when outdoors on offsite visits.

Policy Prepared by:

Jackie Hunter
Nursery Manager

| Person Responsible for Updates | Date Last Reviewed | Next Review Due |
|--------------------------------|--------------------|-----------------|
| Chris Barker | April 2026 | April 2029 |