



**THE ORATORY**  
PREPARATORY SCHOOL

**EYFS Telephone calls/mobile  
phones/camera/video recorder usage  
policy**

**September 2021**

# EYFS Telephone calls/mobile phones/camera/video recorder usage policy

To ensure the safety and welfare of children in our care we operate a policy which stipulates that **personal** mobile phones, cameras and video recorders cannot be used when in the presence of children, on the premises or when on outings (except in emergencies). We also adhere to the wider school policy.

## **We will ensure:**

All mobile phones will be kept locked away in staff lockers or in the locked desk drawers throughout contact time with children, (this includes all staff, visitors, parent helpers, supply teachers and students).

Parents are not allowed to use their mobile on the school premises in the presence of EYFS children. Any parent caught doing this will be informed of the school policy and referred to the Head of Junior Prep if necessary.

Personal mobile phones will not be used in any classroom when children are present.

A mobile phone with no camera/ recording facilities is available for forest school/outdoor activities. It is pre-programmed with the main school reception, Head of Early Years and Head of Junior Prep telephone numbers.

Walkie talkies are provided for swim runs.

Staff who have personal emergencies are free to use the school phone or make a personal call from their mobile in the designated staff area of the setting e.g the staff room or Little Oaks office.

Up to date parent contact information will be provided at the beginning of term (and changes throughout the academic year) from the school registrar, details are found on ISAMS.

Personal mobiles, cameras or video recorders cannot be used to record classroom activities. ONLY school property i.e. I pads can be used and with permission from parents. A form is completed by parents upon entry into the school and kept in the registrars files. A list of children who do not have permission for publicity photographs is provided by the school registrar upon entry.

Photographs and recordings can only be transferred to and stored on a school computer to be printed.

All telephone contact with parents will be done on school phones unless the children are on a school trip or an emergency arises. A risk assessment will be completed prior to any trip and agreed with the Headmaster and Health and Safety Officer to ensure they are aware of the staff using the phones in an emergency. If there is anything confidential that needs recording then the member of staff must inform the Head of Junior Prep on the return to school as this will have to be recorded in writing and added to the child's file.

## **MONITORING and REVIEW**

It is the responsibility of the EYFS staff to follow this policy. The Senior Leadership Team will carry out monitoring on the EYFS as part of the whole school monitoring system.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.