



Hopton school house Playgroup and OOSC policies

1.10 Mobile phone/tablets and cameras policy

Purpose

This policy sets out how mobile phones, iPads, tablets, smart watches, cameras and other electronic devices are used within our:

- Early Years provision
- Breakfast Club
- After School Club
- Holiday Club

Legal and Safeguarding Context

Our policy complies with the **Early Years Foundation Stage (EYFS) Statutory Framework**, which requires **all** early years settings to include in their safeguarding policies **how mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used** in the setting.

Additional safeguarding guidance (such as *Working Together to Safeguard Children*) also emphasises safe practice around technology, online risks and the supervision of children's use of devices.

The GDPR (Data Protection Act 2018) obligations regarding secure storage and processing of children's personal data apply when setting-owned devices are used to record any child information.

- Safeguard and promote the welfare of children
- Prevent misuse of technology
- Ensure staff remain fully attentive to children
- Comply with statutory safeguarding and data protection requirements

This policy applies to:

- All **staff** (including volunteers, students, agency workers)
- **Parents, carers and visitors**
- **Children enrolled** at this setting

We recognise:



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- Mobile and personal devices can **pose safeguarding risks**, particularly related to inappropriate photography, sharing, distraction from supervision, and online exposure.
- Staff must be **fully attentive and focused on children** when caring for them.
- Children's use of screens should be **limited, purposeful and supervised** only where appropriate for learning/observational purposes.
- Personal devices present safeguarding risks (inappropriate photography, online sharing, distraction from supervision).
- Staff must remain attentive and focused on children at all times.
- Children's welfare and privacy must be protected.
- Technology should enhance learning and play — not replace supervision or meaningful interaction.

While Out of School Clubs for children over 5 are not required to follow EYFS learning requirements, they must still meet safeguarding and welfare obligations under child protection law and Ofsted registration requirements.

Staff Use of Personal Devices

During Contacted Time

- Personal mobile phones, tablets, or devices **must not be used** for personal calls, messaging, social media, games, photography, or internet browsing when children are present or under our supervision.
- Devices must be **switched off or on silent and stored securely** away from access (e.g., in a locked area).
- Staff must not have camera watches in setting or any other personal recording devices.
- Not carry personal phones in pockets while supervising children.
- Not use personal devices for calls, texts, social media, photography, internet browsing or messaging apps in childcare areas.

This applies equally to:

- Setting rooms
- Outdoor play areas
- School collection walks (After School Club)
- Trips and outings



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Breaks and Non-Contact Time

- Staff may use personal devices **only during designated breaks** outside of childcare spaces.

Emergencies

- If a staff member *must* be contacted urgently, they should be reached via the setting's *office phone* or *allocated work mobile/device* – not their personal device.

Setting-Owned Devices (iPads/Tablets)

Purpose and Access

- Setting-owned iPads and tablets may be used **only for educational or learning journal purposes**, staff professional use, or when observing and recording children's progress under supervision.

Safeguarding Controls

All setting devices must have appropriate safeguards, including:

- Approved apps only, installed by management
- Content filters and privacy settings enabled
- Strong password protection and secure storage
- Used only when supervised by a staff member with appropriate checks completed
- Management holds the right to check setting devices at any time they see fit
- Devices are to stay on the premises with the exception of outing's where setting devices are to be signed in and out of the building and only used for appropriate observation opportunities.

Data and Imaging

- Photographs and videos taken on setting devices must be stored securely and in line with **data protection requirements (GDPR)**.
- Once the cohort have left the setting all photos and video's must be removed from any setting devices.
- Recording of children by staff on personal devices is **not permitted** at any time.



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Children's Use of Devices

- Children are **not permitted to bring personal mobile phones, tablets or devices** into the setting for use.

Out of School Club Children (5+ Years)

We recognise that older children may own mobile phones.

- School age Children are discouraged from bringing phones.
- But If brought, phones must be:
- Switched off/silence
- Handed to staff for safe storage or kept stored away in bag and must not be accessed whilst in setting.
- Hopton school will remove any personal devices if they are used within setting.
- Returned at collection time
- Parents will be informed that if they wish to contact their child they must ring Hopton school house directly.

Smart Watches

Smart watches with camera or messaging capability must:

- Be set to school mode (where available), or
- Be removed and stored away.
- **Acceptable Use**

Children must not:

- Use devices to photograph or record others
- Access social media while in club
- Use devices during activities unless authorised
- If devices are used for educational purposes by children (with parental consent), this must be limited, purposeful and closely supervised by an adult.

Parents, Carers and Visitors

- Parents, carers and visitors **must not use personal devices** to take photographs or video when in childcare areas.
- Staff should remind visitors to store devices away before entering care spaces.
- If a visitor needs to use their personal device, they will be taken to the office or meeting room away from the children before they can do so.



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Screen Time Guidance

While devices may be used in limited and purposeful learning situations, the setting should:

- Prioritise **hands-on play, exploration and social interaction** over screen use.
- Ensure any use of screens (e.g., iPads for learning) is limited and contextualised within developmental appropriateness and guidance from EYFS and best practice.

Breaches of Policy

- Any breach of this policy by staff may result in disciplinary action without written warning.
- Persistent non-compliance by parents/carers may result in restricted access until compliance is restored.
- Children caught using personal devices in setting will have them confiscated until a parent or carer collects their child in order to keep everyone safe.

Online/e-safety see policy 1.13



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