



PRIORY SCHOOL
EDGBASTON

EARLY YEARS DIGITAL DEVICES POLICY

(STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	September 2025	
Next of Review:	September 2028	
Member of Staff Responsible:	Serah Mockbil – EYFS Manager	
Trustee Overseer:	Mrs Watts Rai	
Intended Audience:	Employees, Volunteers, Parents and Visitors	
Relevance:	Whole School	No
	Early Years	Yes
	Preparatory	No
	Seniors	No
Access:	Website	Yes
	Internal	No
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

EARLY YEARS DIGITAL DEVICES POLICY

This policy exists to ensure the safety and welfare of the children in our care. Personal mobile phones, tablets and cameras cannot be used to record images of children either at school or on outings

Procedures

All staff in Priory Poppets must hand their mobile phones, personal cameras and recording devices into the manager or deputy manager at the start of their shift. Each staff member is allocated a named slot for staff to put their phones away in, this is placed in the early year's office.

Staff in Reception ensure that their mobile phones, personal cameras and recording devices are in a lockable cabinet in their classrooms.

Mobile Phones

- If any staff member has an emergency which requires them to keep their mobile close at hand, they should consult with the Early Years Manager and get permission for this. In this situation, any phone calls taken or made should be done so in a designated staff area of the setting where possible i.e. the Manager's Office or the Staffroom.
- Staff should ensure that their families know the school telephone number for them to call in case of emergencies. (0121 440 4103 or 0121 440 7100)
- When on outings, a preschool nominated mobile phone should be used.
- Staff should not give out personal mobile numbers to pupils or parents/carers.
- Staff will be able to have their phone back at their break time to be used ONLY in the Staff Room or a place away from the children. They must then return their phone to the office until the end of their shift.
- Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way

Parents' and visitors' use of mobile phones

- Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones in the classrooms and corridors. If parents need to use their phone in school regarding the care of their child, they are asked to use their phone in the early years office where they will be supervised by a member of staff.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Early Years Manager or Deputy Manager, Deputy Head of Preparatory School or Headmaster.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy

Cameras and Tablets

- Children should only be photographed or filmed on video for the purpose of recording their development and participation in events organised by the school. Parents sign a consent form and have access to records holding visual images of their child.
- Only a designated school camera or tablet is to be used to take any photo within the setting or on outings.
- Images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress

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- All staff are responsible for the location of the camera or tablet which should be in the locked cabinet of the Early Years Manager's Office when not in use and in lockable cabinets in the Reception and Nursery Classrooms.
- Images taken and stored on the camera or Ipad must only be transferred to and stored on a school computer. Images should be downloaded on site.
- Only the Early Years Manager or designated persons may upload images of children onto the school website (with parents consent).
- Images that are uploaded onto social networking sites e.g. Facebook are done by designated persons only. Photos will only consist of pupils where parental consent has been given. No pupil names are mentioned with photos.
- Under no circumstances must cameras or Ipads of any kind be taken into bathrooms without prior consultation with the Early Years Manager.
- Should photographs need to be taken in a bathroom, i.e. of children washing their hands, then the Early Years Manager must be asked first and staff should be supervised whilst carrying out this activity. At all times the camera or tablet must be placed in a prominent place where it can be seen.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Early Years Manager or Deputy Manager, Deputy Head of Preparatory School or the Headmaster.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy.

This policy should be read in conjunction with our safeguarding policy.

Monitoring and Review

The policy is constantly being reviewed to take into account any changes with contacts or procedures and take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Early Years Manager, who will report to the Deputy Headteacher on its implementation on a regular basis. It will be reviewed by the designated member of the Governing Council