



PRIORY SCHOOL
EDGBASTON

EARLY YEARS DIGITAL DEVICES POLICY

(STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	September 2026	
Next of Review:	September 2027	
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.

Priory School safeguards children when images, videos and audio are captured, stored or shared. This policy sets out how digital devices are used throughout Early Years, including classrooms, outdoor areas, visits and school events. It should be read with the school's Safeguarding and Child Protection Policy, data protection and privacy information, acceptable use rules, and any screen use guidance. The safeguarding policy must also set out how these devices are used in the setting.

For this policy, a device means any device capable of capturing or sharing images, video or audio. This includes mobile phones, tablets, cameras, smartwatches, smart glasses, other wearables and any future device with these functions, whether personally owned or supplied by the school. The rules apply even when the camera or sharing function is switched off.

Personal devices used by staff

Before working with children, Poppets staff must place personal devices in their named secure storage in the Early Years office. Reception staff must store them in the locked classroom cabinet. Devices must remain stored during working time, including in outdoor play and on visits, unless the Early Years Manager expressly authorises an exception. Staff must not wear or carry a personal smartwatch, smart glasses or other wearable capable of capturing or sharing images while working with children.

Staff may access personal devices during their break only in the staff room or another area away from children, and must return them to secure storage before resuming duties. Staff should give their family the school telephone number for urgent contact. The Early Years Manager may authorise a time limited adjustment for a particular emergency or accessibility need and will specify where the device is held and used; this never permits photographing children on a personal device.

On outings the nominated school device is used for authorised communication and images. Personal devices must never be used to photograph, film, record, upload or privately message about children. Staff must not share personal numbers with children or families, or post identifiable school or child information on personal social media.

School devices and taking images

Only a school authorised camera or tablet may capture children's images or video, for a clear educational, care, safeguarding or approved school purpose. Staff must check the child's current permissions and the intended use before capture or publication. Safeguarding evidence may require separate handling under the Safeguarding and Child Protection Policy; staff should contact the designated safeguarding lead rather than make their own sharing decision.

Images must be respectful and appropriate. Staff should avoid including other children unless necessary and their permissions allow the intended use. Devices must be used openly, kept under staff control, protected by approved access controls and stored securely when not in use. No image may be sent to a personal account, personal cloud storage or an unapproved messaging service.

Images are uploaded or transferred using school approved systems such as Tapestry and school storage, following school retention and access rules. Once safely transferred, local copies should be removed from devices under the school's procedure. Website, newsletter and social media publication is restricted to authorised staff after checking the permissions for that specific purpose. Staff must not identify children by full name alongside published images unless specifically authorised under school procedures.

Intimate care and private spaces

No personal device capable of capturing or sharing images may enter toilets, bathrooms, changing areas or nappy changing spaces while children are present. School devices should not be brought into these areas for routine use. If an image is genuinely necessary for a safeguarding, medical or educational reason, staff must first seek the Early Years Manager's or designated safeguarding lead's direction, follow the relevant care and safeguarding procedures, and record the reason, authorisation and handling of the image. An urgent safeguarding concern must be reported immediately; staff must not delay protecting a child to obtain permission.

Parents visitors and children

Parents, carers, contractors and visitors must not photograph, film, record or livestream children in Early Years rooms, corridors, outdoor areas or on visits without school authorisation. They should not use image capable devices in classrooms or corridors. Where an urgent call is necessary, staff will direct them to the Early Years office or another agreed area away from children. Event photography, where permitted, must follow the school's event instructions and must not compromise other children's privacy. Visitors must follow staff directions about smartwatches and other wearables. Children should not bring image capable devices into the setting; individual needs will be considered with families.

Concerns breaches and accountability

Anyone who notices unauthorised capture, access, sharing, loss of a device or another concern must act to protect the child and report it promptly to the Early Years Manager and designated safeguarding lead. Do not forward, delete or investigate potentially harmful material independently. The school will follow its safeguarding, low level concerns or allegations procedures as appropriate, preserve relevant evidence, assess any personal data breach and make required referrals or notifications. Noncompliance may lead to disciplinary action and restrictions on access.

The Early Years Manager will explain the rules at induction, remind staff and visitors of them, check that school devices and storage arrangements are working, and review concerns and practice. The governing body retains oversight through its safeguarding and policy review arrangements. This draft becomes effective when approved and communicated to staff and families.

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