



Safeguarding and Welfare Requirement

Early Years Camera and Mobile Phone Policy

At the British School of Tenerife, we are committed to providing children, staff and parents with a safe environment in which everyone is protected from inappropriate images or recordings being taken or shared.

Mobile Phones

- In the Early Years Department, staff are permitted to bring personal mobile phones to school for their own use.
- It is each staff member's responsibility to ensure that there is no inappropriate or illegal content stored on their personal device.
- During contact with children, staff must ensure that their mobile phones are switched off or on silent and kept inside their bags, which must be stored in the cupboard or staff area.
- Staff may access their mobile phones only during break times and away from children.
- In the case of a personal emergency, staff may use the school's landline or, if necessary, request permission from the Early Years Lead to use their personal phone.
- If a staff member is expecting an urgent call (for example, from a hospital), they must inform and seek permission from the Early Years Lead to keep their phone on and accessible.
- It is the responsibility of each staff member to ensure that family members have the school's contact numbers and that the office is informed of any emergency contacts.
- Any concerns regarding mobile phone use should be reported immediately to the Early Years Lead. Staff must remain vigilant and report any incidents of inappropriate use.
- All concerns or incidents involving mobile phone misuse or inappropriate content will be taken seriously, logged, and investigated.
- Parents and family members are not permitted to share photographs or videos taken during assemblies or performances on social media or any public platform.
- Visitors are asked not to use mobile phones while in areas where children are present.

Cameras

- The only devices permitted for taking photographs or videos are the school iPads allocated to staff.
- The use, storage, and management of all images are governed by the Whole School Data Protection Policy.
- Staff must ensure that photographs are used only for educational purposes, in accordance with parental consent and school guidelines.

Early Years Camera and Mobile Phone Policy			
Written by:	Jenni Garnett		
Agreed Date:	October 2025		
Board of Governors			
	Print Name:	Signed:	Date:
Academic Director:			
	Print Name:	Signed:	Date:
Review Date:	October 2026		