

SCHOOL AND EYFS POLICY FOR THE USE OF CAMERAS AND MOBILE PHONES

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones and cameras in the setting.

- Personal mobile phones, cameras and video recorders cannot be used by staff or visitors when in the presence of children either on school premises or when on outings.
- All mobile phones must be stored within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
- No parent is permitted to use their mobile phone or use its camera facility whilst inside school buildings, unless agreed by the Headteacher in certain circumstances, eg school plays, sports day etc. School policy regarding this matter should be explained clearly to Parents.
- Mobile phones must not be used in any teaching area within the setting or within the bathroom area.
- In the case of a personal emergency staff should use the school telephone or take mobile phone calls in the office, ppa room or staff room. It is the responsibility of all staff to make families aware of the school telephone numbers.
- Personal calls may be made in non-contact time but not within the teaching areas.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.
- Photographs and recordings can only be transferred to and stored on a school computer before printing.
- All telephone contact with Parents/Carers must be made on the school telephone.
- During group outings nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes.
- In the case of school productions, Parents/carers are permitted to take photographs of their own child in accordance with school protocols which and we strongly advise against the publication of any such photographs on social networking sites. If other children are in these photographs they can not be shared electronically.

MONITORING AND REVIEW:

It is the responsibility of all staff to adhere to this policy. It will be reviewed annually by the Governing body.