



## **EYFS MOBILE PHONE, CAMERA AND MOBILE DEVICE ACCEPTABLE USE POLICY**

Policy reviewed: May 2020

Next review: May 2021

**This document will remain valid until the end of the academic year 2020-21**

### **Aims**

We aim to provide an environment in which:

- children, parents and staff are safe from images being recorded and used inappropriately;
- staff are not distracted from their work with children and
- mobile phones and cameras are not used inappropriately around children

### **Implementation**

We aim to protect children by implementing a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

Throughout 'the setting' refers to the PGHS EYFS located on the Nursery site at 85 Wellington Road, Bush Hill Park (Nursery) and at Palmers Green High School at Hoppers Road (Reception Class).

Throughout 'the School' refers to Palmers Green High School, including the Nursery.

### **Mobile Phones**

The School allows staff to bring in personal mobile telephones and devices for their own use.

Under no circumstances, with the exception of an emergency, does the setting allow a member of staff to contact a current pupil or parent/carer using their personal device.

Users bringing personal devices into the setting must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones/devices are left inside their bag or in an area not used by pupils throughout contact time with children. (At the Nursery staff bags should be placed in the Nursery Office.)

Mobile phone calls may only be taken during staff breaks or in a staff member's own time - and in a designated staff area.

If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in a designated staff area of the setting, e.g. a staff room or staff office.

Staff will need to ensure that the School, and where applicable the Head of Nursery, have their up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

During School trips, nominated staff will have access to the setting's nominated mobile phone, which is to be used for all trip related communication and emergency purposes only.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Head of Nursery, Deputy Head or Headmistress.

Concerns will be taken seriously, logged and investigated appropriately. (Please refer to the PGHS Child Protection and Safeguarding Policy with regard to allegations against a member of staff.)

The School (via the Head of Nursery, ICT Systems Manager, Deputy Head, Headmistress or other designated employee) reserves the right to check the image contents of a staff member's mobile phone should there be any cause for concern over the appropriate use of it.

### **Cameras and Mobile Devices**

Photographs or videos may be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. (This is an effective form of recording a child's progression in the Early Years Foundation Stage.) However, it is essential that photographs or videos are taken on School equipment, including the memory card, provided by the School and stored appropriately to safeguard the children in our care.

Only the designated Nursery/School cameras, mobile devices and memory cards may be used to take any photograph or videos within the setting or on School trips.

Images taken on these cameras or mobile devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. Images can only be used with the consent of parents.

All staff are responsible for the location of the cameras or mobile devices, which should be stored securely when not in use e.g. in the Nursery Office at the Nursery or in a cupboard in the Reception Class.

Images taken and stored on the camera, mobile device and/or memory card must be downloaded as soon as possible, ideally at least once a week. Images must only be downloaded onto the School's secure server.

If the technology is available, images should be downloaded on-site. Should these facilities not be available these may be downloaded off-site and erased from the laptop/computer as soon as the images have successfully been printed or downloaded to the School's secure server.

Photographs should then be distributed to members of staff (eg keyworkers at the Nursery) to record in children's learning journals.

Under no circumstances must cameras or mobile devices of any kind be taken into the washrooms without prior consultation with the Head of Nursery/Reception Class teacher and authorisation given by the Headmistress or Deputy Head.

If photographs need to be taken in a washroom, e.g. photographs of the children washing their hands, then authorisation from the Headmistress must be obtained in advance and the staff member taking the photographs must be accompanied by another member of staff whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

Vicky Rich uses 'Tapestry' to record observations of Reception pupils via a School mobile device. The observations are made available to parents to view online at least once a term and they are invited to comment. Parents can only log in and view observations of their own child only. Formal parental consent is required to enable them to access Tapestry.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.