



## 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 when in the presence of children either on school premises or when on outings.
- ❑ All mobile phones must be stored securely 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. School policy regarding this matter should be explained clearly to Parents by the EYFS manager or Headteacher.
- ❑ 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. It is the responsibility of all staff to make families aware of the school contact 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 and a record should be kept on C poms where necessary.
- ❑ During group outings nominated staff will have access to a mobile telephone 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 strongly advise against the publication of any such photographs on Social networking sites. Parents/Carers will be informed of this policy in advance by the Headteacher or designated staff member at the event.

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