

EYFS Camera and Mobile Phone Policy



Reviewed February 2019

EYFS Camera/Mobile Device and Mobile Phone (incl. Apple Watch) Policy

EYFS Themes and Commitments:

Keeping Safe, Health and Wellbeing

Parents as Partners

The Learning Environment Active Learning

The Stour Academy Trust recognises that mobile technology plays an important part in the lives of a significant majority of adults and, when used as they are intended, can bring substantial benefits. We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies children's right to dignity, privacy and respect and satiates a desire to exploit.

They also have the potential to distract staff from their work with children. Staff members (including volunteers and students on placement) may bring mobile technology onto the school site on the understanding that the device:

- a) is used only in the staffroom, PPA room, outside of the school gate, or (in exceptional circumstances) in office spaces
- b) only used during break times and at either end of the school day
- c) is not used as a point of contact by relatives, friends, child's school, GP, etc. (Staff must ensure that all potential contacts have the school landline number so that initial contact is made directly to the school office)
- d) When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.

Personal mobile technology must not be used to take photos of children except for Learning Journeys (see below) or in very exceptional circumstances, when permission from a senior leader has been sought and granted in advance and the image erased as soon as possible in the presence of a work colleague. Staff must not use a personal mobile phone or other form of technology to exchange information with parents relating to any issue associated with the school.

Learning Journeys are an essential part of the EYFS, both for the recording of pupils' activities and experiences, and for assessment and documentation of their learning and development.

Photographs form a vital part of their Learning Journeys. These photographs are taken using school equipment such as class camera or iPod. When this equipment is not being used it will be stored in the teacher's drawer or cupboard.

Staff, visitors, volunteers or students are not permitted to use their own mobile devices to take or record any images of children at The Stour Academy Trust for their own records or for the school.

Procedures:

- Under the Data Protection Act 1998, The Stour Academy Trust seeks parental permission to take photographs of a child.
- The school respects the parents/carers decision on photographic permission, which can be retracted at anytime.
- The child's photographs are placed in their child's workbook/journal which is available to parents at any time, and will go home to their parents at the end of the following school year.
- Camera memory cards are wiped after use and do not leave the setting unless with a member of staff on a school visit. Photographs are printed in the setting by staff and the images are then removed from the camera memory. Photographs are not stored anywhere else.
- Photographs may be taken during indoor/outdoor activities to record development. These photographs may contain other children in the background this will be kept to a minimum.
- On occasion The Stour Academy Trust might like to use photographs of the children taking part in an activity to advertise or promote our school via our web site or the local press. However, in this instance specific parental permission for these events would be required.

Mobile phones:

- Most mobile phones have facilities to take photographs or record images. Staff mobile phones must be left securely in staff bags or lockers.
- Personal mobile phones are not permitted to be used to take photographs of pupils.
- Staff may not carry their phones in their pockets.

- Visitors may only use their phones in the school office, foyer or outside the building.
- Cameras and mobile phones are prohibited in the changing/toilet area.
- Staff will have access to a school phone where contact with pupils' parents/carers is required.

NB: Outside contractors are provided with key parts of this policy on the 'contractors info' laminated A4 sheet.