

ACCEPTABLE USE OF MOBILE PHONES, CAMERAS & IPADS POLICY

EARLY YEARS CENTRE (EYC), JUNIOR SCHOOL AND AFTER SCHOOL CARE (ASC)

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

1. Mobile Phones

- 1.1 The EYC, Junior School and ASC allow staff to bring in personal mobile telephones for their own use.
- 1.2 Users bringing personal mobile telephones must ensure there is no inappropriate or illegal content on the device.
- 1.3 All staff must ensure that their mobile telephones are not visible throughout contact time with children.
- 1.4 Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in an area away from the children.
- 1.5 Staff must ensure that the school office has their up to date contact information and that they have made their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- 1.6 All parent helpers will be requested to place their bag containing their phone away from the children and asked to take or receive any calls in private
- 1.7 It is the responsibility of all members of staff to be vigilant and report any concerns to the Head of the Junior School.

2. Visitors

- 2.1 If it is necessary for visitors to have their mobile phones to implement their role effectively then they are reminded of the school's acceptable user policy for devices and ideally should be supervised at all times.

3. Cameras

- 3.1 Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements, and are an effective form of recording progression. However, photos may only be taken if parents have agreed through completion of the Permission to Take Photographs Form. They may also be used on our website with permission from the parents (Admission documentation).
- 3.2 However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only the designated school cameras/ipads

are to be used to take any photos within the setting or on outings. Images taken on this camera/ipads must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

- 3.3 All staff are responsible for the location of the cameras/ipads which should be placed in a lockable drawer/cupboard at the end of the day.
- 3.4 Images taken and stored on the camera/IPADS must be downloaded on site as soon as possible, ideally once a week and then deleted.
- 3.5 If photographs need to be taken in the toilet area/swimming pool ie. photographs of the children washing their hands, then the Head of the Junior School must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the camera/IPADS must be placed in a prominent place where it can be seen.

4. Productions/Outings

- 4.1 Photographs maybe taken during productions/outings if they are only for parental/carers personal use.

Katie Wright
Head of Junior School

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