

## **Mobile Phone/Camera Policy for EYFS Staff**

Safeguarding and Welfare

Acceptable Use Policy (of mobile phones, tablets, cameras and recording devices)

### **Policy Statement**

Kingsmead School aims to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

### **Procedures**

- All staff must ensure that their mobile phones, tablets, personal cameras and recording devices are left in a lockable cabinet.

#### Mobile Phones

- If any member of staff has an emergency which requires them to keep their mobile close at hand, they should consult with Mrs Cowan and get permission for this. In this situation, any phone calls taken or made should be done so in a designated staff area of the setting where possible i.e. staff kitchen or Mrs Cowan's office.
- When on outings, the EYFS nominated mobile phone should be used. This telephone will not have a camera incorporated in it.
- Staff should not give out personal mobile numbers to pupils or parents/carers.
- It is the responsibility of all members of staff to be vigilant and report any concerns to Mrs Cowan or Mrs Hepworth.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy.

#### Cameras

Children should only be photographed or filmed on video for the purpose of recording their development of participation in events organised by the school. Parents sign a consent form and have access to records holding visual images of their child.

- Only the designated EYFS cameras are to be used to take any photo within the setting or on outings.
- Images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress
- All staff are responsible for the location of the cameras, which should be placed within a locked cabinet in Kindergarten classroom when not in use.
- Images taken and stored on the camera must be downloaded as soon as possible. Images should be downloaded on site.
- Images may only be uploaded to the secure school website and should never be uploaded to the internet for any other reason, including onto social networking sites e.g. Facebook.
- Under no circumstances must cameras of any kind be taken into bathrooms without prior consultation with Mrs Cowan.
- Should photographs need to be taken in a bathroom, i.e. of children washing their hands, then Mrs Cowan must be asked first and staff should be supervised whilst carrying out this activity. At all times the camera must be placed in a prominent place where it can be seen.
- It is the responsibility of all members of staff to be vigilant and report any concerns to Mrs Cowan or Mrs Hepworth.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy.

### **Legal framework**

*Statutory Framework for the Early Years Foundation Stage (from 1 September 2014)*

- Childcare Act (2006)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- Safeguarding Vulnerable Groups Act (2006)
- Keeping Children Safe in Education (2014)

### **Related Child Protection Policies:**

- Educational Visits Policy
- Health and Safety Policy
- [Induction of New Staff, Governors and Volunteers in Child Protection](#)
- Missing Child Policy
- [Procedures when a Member of Staff, Volunteer, Designated Safeguarding Lead or Headmaster faces Allegations of Abuse](#)
- [Policy for Pupils on Confidentiality](#)
- Recruitment Policy
- Use of ICT, Mobile Phones and Other Electronic Devices Policy

- [Taking, Storing and Using Images of Children](#)

All these policies together form a 'suite' of child protection policies that the Regulations require. In accordance with those Regulations, these policies are available to parents on request and reviewed annually by governors.

Compiled	January 2013	G Mallery
Reviewed	January 2013	M G Gibbons
Approved	January 2013	D Illing (Governor)
Revised	March 2015	G Mallery
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