



## USE OF MOBILE PHONES, I-PADS AND CAMERAS IN EARLY YEARS

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

- **Mobile Phones**

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

- Users bringing personal devices into the Early Years Areas 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 throughout contact time with children. Staff bags should be placed in the cupboard, locker or office. Mobile phone calls may only be taken at staff breaks or in staff members' own time.
- If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the foyer (where no children are present or in the office).
- Staff (will need to) ensure that the school has 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.
- All parent helpers/students will be requested to place their bag containing their phone in the cupboard/locker/office and asked to take or receive any calls in the office area.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head Teacher. Concerns will be taken seriously, logged and investigated appropriately.

### Cameras and I-pads

- Photographs are 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 documenting progression in the Early Years Foundation Stage. Photographs may also be used on our website and/or by the local press with permission from the parents.
- It is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only the designated school cameras and i-pads are to be used to take any photo within the setting or on outings.
- Images taken on this camera or i-pads must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the cameras and i-pads which should be stored within the Early Years Classrooms. Images taken and stored on the camera or i-pad must be downloaded as soon as possible, ideally once a week and the images removed from the mobile device. Images may be stored for longer if they are password protected.
- Images should be downloaded on-site. Should this facility not be available these may be downloaded off-site and erased from the personal computer as soon as the images have successfully been printed.
- Photographs should then be recorded in children's Learning Journals and/or the class photograph album.
- Under no circumstances must cameras of any kind be taken into the bathrooms.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.