



## Baden Powell Primary School EYFS Mobile Phone Policy

### **Aims:**

We aim to provide an environment in which:

- Children, parents and staff are safe from images being recorded and used inappropriately:
- Staff are not distracted from their work with children and
- Mobile phones and cameras are not used inappropriately around children.

### **Implementation**

We aim to protect children by implementing a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

### **Mobile Phones**

Staff are allowed to bring in personal mobile phones and devices for their own personal use.

In the Nursery or Reception classes staff members are not allowed to contact parents using their personal devices- except for dire emergencies e.g. emergency contact with parents required but malfunction of the Nursery/Reception class phone due to power cuts.

Users bringing personal devices into Nursery or Reception classes must ensure there is no inappropriate or illegal content on the device. It is recommended that personal mobile phones are security marked, password protected and insured. The school will not be held responsible for any loss or damage of personal mobile phones.

All staff must ensure that their mobile telephones/devices are left inside their bag inside the designated areas throughout contact time with children. (Lockers in Staffroom; Storage areas in EYFS such as kitchen cupboards). This also includes all visitors, parent helpers, supply teachers and students.

Mobile phone calls may only be taken during staff breaks or in a staff member's own time -and in a designated staff area

If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in a designated staff area of the Nursery or main School, e.g. a staff room. There may be on some rare occasions that staff will be allowed access to their mobile phones but this will need to be agreed with the Headteacher in advance.

All telephone contact with parents will be done on the main office phones. All calls to and from these phones should be recorded in relevant phone log book.

During Trips mobile phones should only be used to contact the school in an emergency or to inform the school of lateness or another incident.

It is the responsibility of all members of staff to be vigilant and report any concerns to the EYFS leader, Deputy Headteacher or the Headteacher.

Concerns will be taken seriously, logged and investigated appropriately. (Please refer to the PL Child Protection (Safeguarding Policy with regard to allegation against a member of staff.

### **Cameras**

Photographs may be 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 recording a child's progression in the EYFS). However, it is essential that all photographs are taken and stored appropriately to safeguard the children in our care.

Only designated Nursery or school cameras may be used to take any photo within the Nursery, Reception class areas or on a visit.

Images taken on these cameras must be deemed suitable without putting the child/children in any compromising positions that may cause embarrassment or distress. Staff should also adhere to these restrictions involving any children that are not allowed to be photographed.

All staff are responsible for the location of the cameras or devices, which should be stored securely when not in use.

Images must only be down-loaded by authorised members of staff.

If the technology is available images should be down loaded on-site. Should these facilities not be available these may be down-loaded off-site and erased from the laptop as soon as the images have successfully been printed or downloaded to the P Drive on the school's secure server.

Photographs should then be distributed in a printed format to members of staff to record in children's learning journeys, books or for displays in the Nursery, Reception classes or main school.

Under no circumstances must cameras of any kind be taken into the toilet areas without prior consultation with the EYFS leader and authorisation from the Deputy Headteacher or Headteacher.

If photographs need to be taken in a toilet area e.g. photographs of the children washing their hands, then authorisation from the Deputy Headteacher or Headteacher must be obtained in advance and the staff members taking the photographs must be accompanied by another member of staff whilst carrying out this activity. At all times the cameras must be placed in a prominent place where it can be seen.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

This Policy was written in November  
2016.