

Hanley St. Luke's CE Primary (A) School
Early Years Foundation Stage Mobile Phone and Camera Policy

To ensure the safety and welfare of the EYFS children in our care, this policy outlines the protocols for the safe use of personal mobile phones, cameras and devices at Hanley St. Luke's Primary School.

Mobile Phones -

- Hanley St. Lukes allows staff to bring in personal mobile phones for their own use. Staff bringing personal devices into Nursery and Reception must ensure there is no inappropriate or illegal content on the device.
- All personal devices must be stored securely out of reach during contact time with children.(This includes staff, parents, visitors, volunteers and students.)
- Mobile phone calls may only be taken during staff breaks, non-contact time or in staffs own time. They should not be used in teaching areas. Calls can be taken outside or in staffrooms – areas with no children present.
- If staff have a personal/family emergency and are required to keep their mobile phone to hand, prior permission must be sought from the class teacher/FS Leader/Head Teacher.
- It is the staff members own responsibility to ensure that their families, children's schools etc. are aware of our School phone number for emergency contact.
- Parents are not permitted to use mobile phones or cameras, when children are present inside the school, except during special events/shows etc.
- In the case of school productions/sports days etc, parents are permitted to take photos/video footage of **their own child** in accordance with school protocols. We strongly advise against uploading to social media sites. For some special events professional photographers are used and pictures are available for purchase.
- All contact with parents/carers should be made using the school telephone.
- During outings, staff should carry their own phones with them but they should only be used in emergencies.

Cameras –

- Photographs are taken of children in EYFS for assessment purposes or celebrating work or achievements. It is an effective form of recording progress in EYFS. They may also be used on our website and/or by the local press. When children join our School, during the signing up, a permission form is signed by parents for this purpose. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only the designated Nursery and Reception cameras and Tablets are to be used to take any photos within school or on outings.
- All images taken must be deemed appropriate without causing any child embarrassment or distress.
- All staff are responsible for their own tablet/cameras and location of them. They should be stored securely when not in use.

- *Under no circumstances must any device be taken into toilets/bathrooms. If photographs need to be taken in a bathroom i.e. photos of children washing their hands, then the EYFS Leader must be asked first and staff can be supervised whilst carrying out this kind of activity.*
- *No personal devices should be used in classroom areas to record activities, only school equipment should be used.*
- *No school devices/tablets should be used for personal use.*

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

Policy updated May 2017.