

Mobile Phones, SMART technology and Camera Policy EYFS and school



The welfare, protection and safety of every child in our care is of paramount importance, and we take our responsibility to safeguard children seriously.

We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care.

We believe our staff should be completely attentive during their hours of work to ensure all children in school receive good quality care and education.

Mobile phones must not be used during learning sessions.

- Mobiles must be kept on silent or switched off during working hours.
- Mobiles may only be used on a designated break and only in a child free area.
- Staff who require their mobile phones out for medical reasons should speak to the Headteacher/Senior Leadership Team to make them aware and put procedures in place.
- For health and safety and safeguarding reasons staff are permitted to take and use their mobile phone on school outings/trips. This should only be used to communicate with each other and the school and never used to take photos/videos. Staff should take a school IPAD with them on outings if they wish to take any photos/videos.
- Personal mobiles or smartwatches must never be used to take photographs of any of the children, the classroom or any member of staff at work.

It is the responsibility of all members of staff to be vigilant and report any concerns to the senior member of staff.

Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

The Headteacher reserves the right to check the image contents of a member of staff's mobile phone/SMART device should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Cameras/SMART technology

Photographs/recordings taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation

Stage and beyond. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated electronic devices are to be used to take any photo within the setting or on outings. Images taken on these devices 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 camera/device; this should be placed in the designated area.

Under no circumstances must cameras of any kind be taken into any bathroom area.

If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the teacher/SLT must be asked first, and staff be supervised whilst carrying out this kind of activity.

At all times the camera 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 forms part of our safeguarding policy.