

## MANOR HOUSE SCHOOL EYFS MOBILE PHONE & CAMERA POLICY

Date of Issue: **February 2019**

Date of Review: **February 2021**

Responsibility: **Head of Early Years**

### **References:**

MHS Data Protection Policy

EYFS Statutory Framework

ISI Regulatory Framework

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### **Overview**

The Early Years (EYFS) team within Manor House School are committed to ensuring the safety of children in its care at all times. We recognise the importance of devices with cameras in the school but are aware of the risk this could pose to young children. This policy applies to all staff, parents, visitors and volunteers within the EYFS, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

### **EYFS Staff personal mobile phones**

EYFS Staff must not carry personal mobile phones while working. Their phones will be kept in in staff bags, on a designated high shelf within the Kindergarten kitchen area. The door must remain closed at all times.

- EYFS Staff may only use their mobile phones during break / lunchtimes and in an agreed area not used by children.
- If EYFS staff need to make a personal call during a lesson, they should (with agreement of The Head of Early Years), make this in the agreed area not used by children.
- EYFS Staff may give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency during lessons

- A personal mobile phone can be taken on all school trips. This is in line with the Statutory framework for the Early Years Foundation Stage which states that providers should take contact telephone numbers and a mobile phone on outings. The numbers must be given to the school office and be put on the risk assessment

**At no time should personal mobile phones be used to photograph children**

**EYFS Children are not allowed to bring mobile phones into school.**

**Visitors and parents/carers within the EYFS**

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the Early Years classrooms. If a visitor or parent/carer is seen using their mobile phone, they will be asked to switch this off. If parents/carers wish to use their phone they will be advised to use this away from school premises. Parents are allowed to record functions such as Sports day but are advised that they must not photograph other people's children and they must not display photographs on social media.

**Photographic and video images within the EYFS**

It is good practice at times to record photographic and video images of pupils, or to allow pupils to record images of each other to assist teaching and learning, or to celebrate achievement. These photographs must only taken on a school devise.

They should be uploaded onto Tapestry as soon as possible and the photographs saved onto the school server.

All parents must sign an agreement to say that they agree to the use of Tapestry to record their children's learning.

Staff are allowed to take home their school devises but they must ensure they remain secure and are locked with an individual password.

Photographs must not be taken in the bathroom areas unless it is to record the children's progress as required by EYFS. This activity must be properly supervised at all times.

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**Reviewed and Updated:**