



EYFS POLICY FOR THE USE OF CAMERAS AND MOBILE PHONES/DEVICES

December 2018

Approved by the Head of Junior: December 2018

Reviewed annually and when events or legislation requires.

Next review date: December 2019



EYFS POLICY FOR THE USE OF CAMERAS AND MOBILE PHONES/DEVICES

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones/devices and cameras in the EYFS setting at Arnold Lodge School.

Arnold Lodge takes steps to ensure that there are effective procedures in place to protect children in our care from the unacceptable use of smartphones and cameras in the setting.

- Personal mobile phones, cameras and video recording equipment cannot be used when in the presence of children on school premises, *this includes the swimming pool and sports fields.*
- All mobile phones must be stored securely out of reach within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
- No parent is permitted to use their mobile phone or use its camera facility whilst inside school buildings, in the swimming pool or around the grounds when children are present.
- Mobile phones must not be used in any teaching area within the setting or within the bathroom area.
- In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.
- Personal calls may be made in non-contact time but not within the teaching areas.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. School equipment only should be used.
- Photographs and recordings can only be transferred to and stored on a school computer/iPad/drives or laptop before printing.
- All telephone contact with Parents/Carers should be made on the school telephone.
- During group outings nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes. Staff may carry their own phones in bags but they should only be used in emergencies.
- In the case of school productions and sports day, parents/carers are permitted to take photographs/video footage of *their own child* in accordance with school protocols but we strongly advise against the publication of any such photographs on social networking sites.