



**BICKLEY PARK  
SCHOOL**

# EYFS Policy for the use of Cameras and Mobile Phones / Devices

<b>Policy Review &amp; Update Process</b>			
Member(s) of SLT responsible for update		Jonathan Poole	
Sub-Committee responsible for review		Education	
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## 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.*

### STAFF

- Personal mobile phones, cameras and video recorders cannot be used when in the presence of children, on school premises, including the swimming pool, Games field, Forest School and when on outings. The exception to this rule is when staff are on the Games field, at Forest School and on an outing in an emergency situation. In these circumstances, staff may use mobile phones to contact the emergency services, make contact with school, gather data from Engage, act as a GPS mapping device or to contact any other person as deemed appropriate.
- Personal calls may be made in non-contact time but not with children present. It is the responsibility of all staff to make their own families aware that they should be contacted via the school office should they need to do so during the school day regarding personal matters.
- Staff should never use their (personal) mobile phones or cameras to take photos/videos of pupils or to record classroom/school activities. ONLY school equipment should be used, e.g. school iPads. Staff should understand that failure to comply with this point is likely to result in disciplinary action.
- Photographs and recordings can only be transferred to and stored on a school computer.
- All telephone contact with Parents/Carers must be made on the school telephone. During group outings staff may carry their own phones but they should only be used in an emergency. A bank of school phones will be available for off-site activities and outings.
- The recording of any meetings or conversations on school premises on personal mobile phones or devices is not permitted. Should a member of staff wish to record any meeting or conversation, permission to do so must be obtained by all those involved in the meeting, prior to commencement of the meeting. Any such recording must then only be undertaken on a school device (iPad, phone).
- Staff will ensure pupils are appropriately dressed before taking photographs or video footage. They will ensure all images are available for scrutiny and be able to justify images of children in their possession.
- Staff will report to the DSL any concerns relating to inappropriate or intrusive photography they find on devices.

### PARENTS

- Parents/carers are asked not to use their mobile phones in the EYFS setting or when accompanying the children on a school outing. In the case of an emergency, they will need to make or receive a call in an area with no children present, such as the Pre-Prep office.
- If parents wish to take a photograph of their own child, they must ask the permission of a member of the EYFS team and ensure only their child is in the photo. Parents are strongly advised against the publication of any such photographs on social networking sites.
- No parent/carer is permitted to use their mobile phone or use its camera facility whilst inside school buildings, unless for assemblies, productions or sports day under the direction of staff.
  - During your child's time in the EYFS setting, individual photographs and videos are available for Parents/ carers to view via Tapestry. This is password protected, and within a given timeframe, deleted by the school IT team.

## USE OF PHOTOGRAPHS

- Photographs taken of a child or group of children participating in activities or celebrating achievement is an effective form of recording their progression in the Early Years Foundation Stage. Tapestry online journal is used at Bickley Park. Parents may add photographs and videos, which are approved by managers before 'going live' in individual journals.
- Only school devices are to be used by staff to take photos within our settings or on outings.
- Photographs may be used on the school website, the weekly Beehive newsletter, class productions, Tapestry, BPS official social media accounts and Speech Day. Photographs may be used 'in perpetuity' for example, on the school website.
- If it is necessary to accompany a photo or video with a name, then only first name's will be used.
- Parents are informed, upon joining the school, via the BPS terms and conditions, that they have the right to request that images of their child, taken via camera or video whilst in school or on school activities, are not used for purposes of publicity. This request is made via Engage.
- A list is stored securely of children whose parents have not given permission for them to be photographed or for photographs of them to be published. School staff are aware of these children.
- Photos will be deleted from devices once uploaded onto individual journals or the school common drive.

## MONITORING AND REVIEW

It is the responsibility of all staff to adhere to this policy. It will be reviewed annually by the Governing body and SLT.

## Appendix A

There are a small number of exceptions that are permitted within the school. They are:

1. Certain members of staff are asked to carry their phones with them to be used in the case of a fire and the school community gets separated across the site.

This applies to the following staff: Jonathan Poole; Fiona Stewart; Eileen Saint; Sarah Spiteri and Matt Webb.

2. The following individuals are permitted to carry and have access to their phones so that they are always contactable: Diane Godwin, Tom Quilter, Samik Patel, Jon Poole and Maintenance/Premises staff.