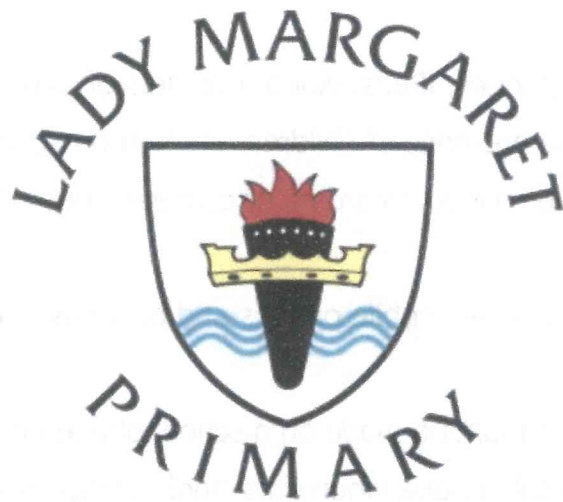


Lady Margaret Primary School



Where children come FIRST

EYFS POLICY FOR THE SAFE USE OF CAMERAS AND MOBILE PHONES 2016

Governing Body Sub Committee	Published	Review Date	Author
Learning & Teaching Committee	February 2016	February 2017	Samantha Danison

Author's Signature S. Danison

Headteacher's Signature [Signature]

Chair of Governors' Signature [Signature]

To ensure the continued safety of our children within the EYFS, this policy outlines the protocols for the use of mobile phones and cameras.

1. Staff

- 1.1. The use of personal mobile phones, iPads, video recorders or cameras is not permitted in the EYFS setting when in the presence of children or when on school outings.
- 1.2. Personal mobile phones, iPads, video recorders or cameras should be stored securely in a designated area.
- 1.3. Staff are permitted to use personal mobile phones and cameras in designated areas only or during non-contact time.
- 1.4. Contact with parents / carers must be made on a school phone only.
- 1.5. Staff may use the school mobile phone when on school outings in either an emergency or for contact reasons.

2. Photographic Assessments

- 2.1. Photographic assessments of children in the EYFS must be taken on school equipment only. This includes cameras and iPads.
- 2.2. School cameras and iPads containing these assessments must be stored securely.
- 2.3. EYFS staff sign a school agreement policy agreeing to the acceptable use of electronic communications, and ICT hardware.
- 2.4. Photographic assessments are taken using a secure and password protected app, 2simple. Only EYFS staff members have access to this online profile. This data is available on the Web Management Suite only to users within the school or setting with the appropriate password.
- 2.5. Children featured on evidence photos are subject to Lady Margaret's 'Parental Permission for Photos' policy.
- 2.6. To avoid unauthorised access, the app is locked with a user-defined PIN code.
- 2.7. The app can be remotely deactivated should a device be lost or stolen.

3. Parents / Carers

*** For the purpose of this policy the term parent implies any person or body with 'parental responsibility', such as foster parent, carer, guardian or local authority.**

- 3.1. Parents are not permitted to use their mobile phones within the EYFS setting. This is shared with parents at the induction meeting and is included in both the Reception and Nursery handbooks.
- 3.2. In the case of school productions, Parents are permitted to take photographs of their own child in accordance with school protocols which strongly advise against the publication of any such photographs on social networking sites.

