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# EYFS Policy

(use of phones, cameras and mobile recording devices)

**Approved March 2015**

**Review by 2018**

# **Early Years Foundation Stage Policy use of phones, cameras and mobile recording devices**

At Abbey Park Primary Academy School we are committed to safeguarding children. Children have their photographs taken to provide evidence of their achievements for developmental records (The Early Years Foundation Stage, EYFS 2012). Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records during session times.

## Mobile Phones

- Personal mobile phones may only be used on a designated break and only in a child free area of the nursery.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings. If any staff member has an emergency which requires them to keep their mobile close at hand, they should consult with the Senior Leaders and get permission for this. In this situation, any phone calls taken or made should be done so in a designated staff area of the setting where possible.
- Staff should not give out personal mobile numbers to pupils or parents/carers.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Senior Leaders or Chair of Governors.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy

## Cameras/I pads

- Children should only be photographed or filmed on video for the purpose of recording their development of participation in events

organised by us. Parents sign a consent form and have access to records holding visual images of their child.

- Only the designated class camera/I Pad is to be used to take any photo within the setting or on outings.
- Images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress
- All staff are responsible for the location of the camera/I Pad, which should be placed within the stock cupboard when not in use.
- Images taken and stored on the camera/I Pad must be downloaded as soon as possible. Images should be downloaded on site in school.
- Images may only be uploaded to the secure school website and should never be uploaded to the internet for any other reason, including onto social networking sites e.g. Facebook.
- Under no circumstances must cameras of any kind be taken into bathrooms without prior consultation with Senior Leaders.
- Should photographs need to be taken in a bathroom, i.e. of children washing their hands, then the EYFS Leader must be asked first and staff should be supervised whilst carrying out this activity. At all times the camera must be placed in a prominent place where it can be seen.
- The schools digital camera/s or memory cards must not leave the classroom setting. Photos are printed in the setting by staff and images are then removed from the cameras memory.
- Photographs may be taken during indoor and outdoor play and displayed in albums or a child's development records for children and parent/carers to look through.
- Often photographs may contain other children in the background.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the managers or headteacher
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy.

Policy updated: November 2013