



Early Years Foundation Stage Policy – Use of Phones, Cameras and Mobile Recording Devices

Approved: March 2018

Review by: March 2020

At Abbey Park Primary Academy School we are committed to safeguarding children. Children in the EYFS have their photographs taken to provide evidence of their achievements for developmental records through Target Tracker. 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.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phones

- Personal mobile phones may only be used on a designated break and only in a child free area of the Early Years areas e.g staff room, Nursery Kitchen.
- All staff/visitors must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in the Nursery Kitchen or Nursery/Reception stockrooms/cupboard. They may be switched on but must remain unobtrusive.
- Users bringing personal mobile telephones into Abbey Park Primary Academy must ensure there is no inappropriate or illegal content on the device.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures to be taken.
- Personal mobile phone calls may only be taken or made with the agreement of the Principal.
- Members of staff should ensure that the telephone number of Abbey Park Primary Academy 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.
- During group outings nominated staff will have access to the school's nominated mobile phone, which is to be used for emergency purposes only.
- 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

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression through Target Tracker in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Upon registration at the setting, parents/carers sign consent for photographs to be taken for such purpose.
- 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 Pads are 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 Pads, which should be placed within the stock cupboard when not in use.
- Images taken and stored on the camera/I Pad's must be downloaded as soon as possible.
- Images should be downloaded on site in school.
- The Nursery and Reception laptops are password protected.
- 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.
- 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.

External Photographers

Professional photographs are taken throughout the year. Parents are informed at least a week in advance when photographers will be visiting the school for such purpose.

Abbey Park primary Academy School takes all reasonable precautions to ensure that professional photographers are CRB checked and that they have their own stringent regulations, which ensure safeguarding of children from inappropriate use of images

Policy updated: March 2018