

BICKLEY PARK EYFS DEPARTMENT



**BICKLEY PARK
SCHOOL**

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, either on school premises, including the swimming pool, Games field, Forest School and when on outings.
- 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.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used, e.g.: school iPads.
- 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.
- Mobile phones must not be used in any teaching area within the setting or within the bathroom areas.
- 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.
- Staff leading trips involving Year 7&8 pupils will decide whether it is appropriate for mobile phones with cameras to be taken, following agreement with the Headmaster/DSL.

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 Mrs Varela's office.
- If parents wish to take a photograph of their own child, they must ask the permission of the member of 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.
- At the end of your child's time in the EYFS setting, individual photographs and videos are available for Parents/ carers. This is password protected and within a given timeframe directed 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, weekly Beehives, class productions, The Quadrant, BPS Twitter, BPS Facebook page and speech day.
- No names will appear on the photographs.
- Parents/ carers who do not wish for their child to be photographed should notify the school in writing.
- 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.

Author	EY Manager JR	
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