

EYFS Mobile Phone and Camera Policy

Mobile Phones

Concordia Academy EYFS allows staff to bring in personal mobile telephones and devices for their own use. Staff bringing personal devices into Reception must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile phones/devices are left inside their bag throughout contact time with children. Staff bags should be placed either in the Staff Room or in a secure location inside the classroom.

Mobile phone calls may only be taken at staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile either outside or in the Staff Room (where no children are present).

If any member of staff has a family emergency or similar and are required to keep their mobile phone to hand, prior permission must be sought from the Headteacher.

Staff need to ensure that the school has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. It is an effective form of recording their progression in EYFS.

They may also be used on our website and/or by the local press with permission from the parents. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated Reception cameras and iPads are to be used to take any photos within school or on outings.

Images taken on this camera must be deemed suitable without putting the children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the camera and iPads; these should be placed in the appropriate secure location at the end of the day.

Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.

Images must only be downloaded by EYFS members of staff.

Under no circumstances must cameras of any kind be taken into the washrooms. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the EYFS Lead must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.