 

**Springfield School**

**Use of mobile phones and cameras in the setting**

The Statutory Framework for the Early Years Foundation Stage states that a setting’s safeguarding policy and procedures must “cover the use of mobile phones and cameras in the setting”.

Photographs provide an important source of evidence when documenting children’s achievements and progress; however, as highlighted in ‘Working Together to Safeguard Children’, “the Internet has become a significant tool in the distribution of indecent photographs/pseudo photographs of children”, and this has been further exacerbated by the increase in the number of mobile devices with which digital photographs can be taken.

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches and call/message enabled Fit Bits.

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of personal mobile phones and cameras in the EYFS setting, as well as in KS1 and KS2.

* Personally owned mobile phones cannot be used when in the presence of children on school premises.
* Staff may only use their mobile phones in their lunch times in adult only locations on site where children are not present.
* All contacts whilst at work should be via the office on the school phone number. If an urgent/ emergency call is expected, then the member of staff should inform the office so that they may be released from duty in order to take the call.
* Personal mobiles, cameras or video recorders should not be used to record classroom / playground activities or on visits. Only school equipment should be used.
* Photographs and recordings should only be stored on a school device
* Memory cards are cleared before cameras leave the setting if they are to be used outside the setting
* Parental permission should be obtained before children are photographed and policies should contain details of how these photographs are used and stored.
* No parent / carer is permitted to use their mobile phone or use its camera facility whilst inside school buildings.
* Children are not expected to bring in their own mobile phones. If a child requires a mobile phone to be brought to school for any reason, this must be agreed beforehand by the Headteacher and stored during school time in the school office.
* Children are not permitted to use mobile phones on the school premises.

To be read in connection with:

-Whole School Policy for Safeguarding Incorporating Child Protection

-Remote Learning Policy