



**Buttercup Primary school**

**Acceptable use of Mobile Phones and Cameras  
Policy on including EYFS-  
2020-2021**

## Statement of intent

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) The inappropriate use of mobile phone cameras around children
- 2) Staff being distracted from their work with children

## Aim

Our aim is to:

- ☐ Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

## Mobile Phones

- ☐ The school allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device.
- ☐ Users bringing personal devices into the school must ensure there is no inappropriate or illegal content on the device.
- ☐ All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. All staff including EYFS staff MUST place their phones and bags in the school office where children have no access.
- ☐ Mobile phone calls may only be taken at staff breaks or in staff members' own time and not within the school where children may be present.
- ☐ If staff have a personal emergency, they are free to use the school's phone
- ☐ If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Headteacher.
- ☐ All parent helpers/students will be requested to place their bag containing their phone in the safe or office.
- ☐ During group outings nominated staff will have access to a nominated mobile phone, which is to be used for emergency purposes only.
- ☐ It is the responsibility of all members of staff to be vigilant and report any concerns to the Headteacher.
- ☐ Concerns will be taken seriously, logged and investigated appropriately
- ☐ The school reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.

## Cameras

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 in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- ☐ Only the designated school camera is to be used to take any photo within the setting or on outings.
- ☐ Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- ☐ All staff are responsible for the location of the camera; this should be placed within the safe. The camera/device must be locked away at the end of every session.
- ☐ Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- ☐ If the technology is available images should be downloaded on-site. Should this facilities not be available these may be downloaded off-site and erased from the personal computer as soon as the images have successfully been printed.
- ☐ Photographs should then be distributed to members of staff to record in children's learning journeys.
- ☐ Under no circumstances must cameras of any kind be taken into the bathrooms.
- ☐ If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the EYFS Leader 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.

**Please read in conjunction with the Child protection policy**