



Acceptable use of Cameras, I-Pads and Mobile Phones in the EYFS and KS1

Person Responsible: Jane Shields

Date of Policy Review: February 2020

Date of next review: February 2023

Acceptable Use of Cameras, I-Pads and Mobile Phones Policy

Our school nurtures the very best in each child; we aim to provide a high quality teaching and learning environment. The values of the school encourage care for all, mutual respect, responsibility and a strong partnership between home and school.

Aim

We intend 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. Staff being distracted from their work with the children.
2. The inappropriate use of mobile phones and cameras around the children.

We have a clear policy to adhere to on the acceptable use of mobile phones and cameras that is understood by all Practitioners without exception.

Mobile Phones – code of conduct

- Staff can bring their personal mobile phone to school. Practitioners must ensure that there are no inappropriate or illegal content on their device.
- All staff must ensure that their mobile phones are left in the staff room inside their bags.
- Mobile phone calls can be taken in the staffroom at break times.
- If a personal emergency should occur staff members are allowed to take their mobile phone into the classroom, however the device MUST be stored securely in a place inaccessible to children. Staff members must also seek permission from the Headteacher.
- All volunteer helpers will be requested to leave their mobile phone in their bag in the staffroom.
- The school mobile phone will be taken on educational visits for emergency purposes. It is the responsibility of all members of staff to remain vigilant and report any concerns to the Headteacher or Visit Leader.
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Mobile Phones – safeguarding

- Mobile phones must not be used to photograph children.
- Mobile phones must not be used by parents in school or on school visits. We actively discourage parents from using mobile phones whilst in the school building and on the school site.
- The Headteacher or Deputy Headteacher in her absence reserve the right to check the image content of a member of staff's mobile phone should there be any cause for concern.

Should inappropriate material be found the Local Authority Designated Safeguarding Officer (LADO) will be contacted immediately on 01634 331065

Appropriate procedures will then follow.

Use of Cameras

Only school cameras are to be used. NO personal cameras should be used to take images of children. Photographs which record achievements can be placed into each child's book or they are stored securely electronically on the school network system.

No school camera should be removed from school unless on an educational visit.

Use of I- Pads

Only the designated I Pad or cameras are to be used to take any photographs within the school setting and on an educational outing. I-pads are not to be taken off the school premises other than when being used on a planned educational visit.

The children will often use the school cameras when taking photographs.

We use the 2Simple App to take and record observational photographs in all year groups. This App is securely backed up through the Safe Harbour Agreement.

Staff members are responsible for the security and location of the I Pads and cameras in their classroom or area. All items should be securely stored each evening and for weekends and holiday periods.

No devices or cameras should be taken into the children's toilet areas.

School's position on posting of images online

Images taken as part of school activities:

The school will always seek the permission of the parent of any child prior to uploading any images on the school website, closed Facebook account or Twitter feed. At Crest Infant & Nursery School, we seek this parental consent when the child starts at our school or Nursery Class.

We will avoid using:

- Personal details or full names (first name and surname) of any child or adult in a photograph, although first names may be used in some circumstances.
- Personal contact information such as email, postal addresses, and telephone or fax numbers.

If a photograph of an individual child is used, we will not include that child's full name in the accompanying text or photo caption.

If a child is fully named in text online, we won't include a photograph of that child.

The school may take distance, over the shoulder or back of head shots during school events. These would have very general labels such as “Christmas Fun” or “Book Week”. We will make every effort to ensure no individual can be easily identified.

The same advice would apply to images of staff and the relevant consent should be obtained. This will avoid the risk of inappropriate and unwelcome attention from people outside the school/setting. As an alternative, settings could ask children to draw a picture of a child or member of staff for the website.

Images taken by parents at school events:

Under the Data Protection Act 1998 (revised 2018) any photos taken purely for personal use (e.g. by parents/carers at events to put into a family album) are exempt from the Act.

However, where parents are permitted to take photographs or video footage, the school will make it clear from the start that any images taken must be for private use only and that photographs which include other peoples’ children should not be posted on any social media platform unless specific permission has been granted by the parents of the said children.

Parents are not permitted to take photographs or to make a video recording for anything other than their own personal use. The right to refuse parents and carers the opportunity to take photographs and make videos is however to be reserved on safeguarding or health and safety grounds. This right could be implemented should it be deemed appropriate. For example, if an excessive use of flashlights and/or bulky and noisy equipment are to be considered a potential health and safety risk.

Links to other policies

Safeguarding and Child Protection Policies

Staff Acceptable Use of ICT Policy

Social Networking Policy

Review

This policy was reviewed by Jane Shields: February 2015

September 2017 – new LADO details

July 2019 - new LADO contact details

February 2020 – new Social networking Policy