



EYFS Mobile Phone and Camera Policy

At Gosfield School, we recognise that people may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that people may also have other technological devices in their possession or within their personal belongings. Safeguarding of pupils within the Early Years setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately. As a consequence, the setting has implemented the following policy:

Use of personal mobile phones and technological devices within the Nursery and Reception classrooms (including the EYFS outside areas and school grounds):

- Personal mobile phones, cameras and video recording equipment cannot be used when in the presence of children from the Nursery or Reception class.
- All mobile phones must be stored securely (locked away) out of reach within the EYFS setting during contact time with children. (This includes staff, visitors, parents, volunteers and pupils).
- Personal devices may be used in non-contact time but not within the teaching areas occupied by pupils.
- If necessary, visitors may be given a quiet space where they can use their phone where no children are present.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. School equipment only should be used.
- Photographs and recordings can only be transferred to and stored on a school device or laptop before printing or transferring to the Tapestry Online Learning Journal. They should be deleted afterwards.
- Staff are asked to supply the main school number for people to contact them in the event of an emergency during school times.
- All telephone contact with Parents/Carers should be made on the school telephone.

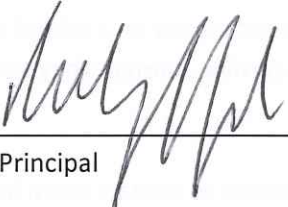
- During group outings, nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes. Staff may carry their own phones in bags, but they should only be used in emergencies.
- Mobile phones, belonging to members of staff, may be taken on school trips and Forest School lessons. They should be carried in bags and only be used in emergencies. They should not be used for photography unless the school gives permission.
- All parents will be asked for permission for the school to photograph their children upon the child's entry to the school. Permission can be rescinded at any time, by the parent or carer in writing.
- In the case of school productions and sports day, parents/carers are permitted to take photographs/video footage of their own child in accordance with school protocols, but we strongly advise against the publication of any such photographs on social networking sites.

BREACHING THESE GUIDELINES *(Please refer to Acceptable Use of ICT – Policy for Staff)*

Any member of staff breaching these guidelines will be the subject of an internal investigation which may result in serious consequences. Where there is evidence that a member of staff has behaved inappropriately and with poor judgement, the Principal will decide on the course of action. Such a decision will reflect the seriousness of the incident.

Misuse of the ICT provision or malpractice that compromises the School's network, security or data will be dealt with. If the incident is identified as a malicious attack, it will be investigated, and any cause for concern identified such as extremism, hate, data breach, or organised crime will be referred to the relevant authorities. Any action that compromises the School's security may become a Police matter. The Principal will decide when the investigation is complete.

Misuse of the ICT provision at school by a member of staff may result in disciplinary action being taken by the Principal. Disciplinary procedures for staff are set out in the staff handbook.

Signed  Date 16/1/23
Mr Rod Jackson, Principal

Date of next review: January 2024