

# EYFS Acceptable Use of Cameras, Tablets and Mobile Phones



**Our Mission Statement – the reason our College exists**

## **“Learning & Growing in the Light of the Gospel”**

*With Christ at the centre of our learning, we:*

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

**Our Vision Statement – the long-term change resulting from our work**

## ***‘Begin Here, Go Anywhere’***

*Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.*

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## **EYFS Acceptable Use of Cameras, Tablets and Mobile Phones**

### **Rationale and Introduction**

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

To ensure the safety and welfare of the children in our care, this policy outlines the protocols for the use of electronic devices in the EYFS setting. This policy refers to all electronic devices able to take pictures, record videos, and send or receive calls and messages. This includes cameras, mobile telephones, tablets, and any recording devices including smartwatches and call/message enabled Fit Bits.

### **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, tablets, and cameras around the children.

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

### **Staff Mobile Phones**

- Staff can bring their personal devices including phones and smartwatches 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 and that a smartwatch is switched to airplane mode whilst the staff member is with any Nursery children.
- Where staff are taking children out of the Nursery site for outdoor learning, personal mobile phones are permitted in the group to make emergency phone calls if needed. There must always be two staff members with this group of children. The mobile phone should only be brought out if there is a medical emergency and should not be used for photographing. The Head of EYFS must be made aware if a member of staff is taking their phone with them.
- Mobile phone calls can be taken in the staffroom at break times.
- If a personal emergency should occur Nursery Staff are asked to use the Prep School Reception number as their emergency contact number. Nursery staff should make the Head of EYFS aware if they need to be contactable during their working day so they can make necessary arrangements for the storage of their phone.
- The school hold details of each practitioner's emergency contact number of the next of kin.
- All volunteers/visitors to Nursery will be requested to leave their mobile phone in the staffroom.

- The Head of EYFS or Trip Leader will take their personal or school mobile for any school trips. No photographs are to be taken on any personal mobiles.
- It is the responsibility of all members of staff to remain vigilant and report any concerns to the Head of EYFS.

### **All Mobile Phones in the Nursery Premises**

- Mobile phones must not be used to photograph children.
- Mobile phones must not be used by parents in school, on the playground or on school visits to photograph the children.
- The Head of EYFS and Head of the Prep School reserve the right to check the image content of a member of staff's mobile phone should there be any cause for concern. This will also apply to volunteers when in a role of responsibility such as helping on a trip.
- Should inappropriate material be found, Mrs Rachel Ravat (DDSL) will be contacted immediately, and appropriate procedures will then follow in line with school policy.

### **Cameras**

When photographing children, only school cameras or school iPads will be used. This is to include the recording of any activities within the school campus or on an educational trip. Photographs or videos will then be downloaded to a school computer and safely stored on the Shared Area or Google Drive. Memory cards and school cameras should not be taken off the school premises, other than educational trips. School iPads may be taken off the school premises to assist with distance learning or to help in the preparation of learning and teaching in school. They must be securely locked by a pin code and the Head of EYFS must be alerted to a staff member who is taking an iPad home. Wherever possible photographs should be deleted before it leaves the premises. Some photographs and videos will be uploaded onto an online Learning Journey (Tapestry). This is a personal and private account for every child in the Nursery setting. All staff will be responsible for collating pictures and videos to be included in each child's Learning Journey. It is the responsibility of all staff to ensure they are using cameras and photographing appropriately. Any concerns should be immediately reported to the Head of EYFS.

The children will use the school cameras or iPads when taking photographs. The practitioners in the Nursery School are responsible for the location of the iPads and cameras.

Under no circumstances should any personal devices or cameras be taken into the children's toilets.

### **Links to other policies**

Safeguarding and Child Protection Policy

Mobile and On-line Safety Policy

Acceptable Use Policy

EYFS Data Protection Policy

### **Review**

This policy is reviewed annually by the Head of EYFS.