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

### **Rationale**

In line with the School's Mission Statement we aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

### **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.

### **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 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.
- Where staff are taking children out of the Nursery site for outdoor learning, one personal mobile phone is permitted in the group in order to make an emergency phone call 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.
- 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 as their emergency contact number.
- The school hold details of each practitioner's emergency contact number of the next of kin.
- All helpers will be requested to leave their mobile phone in the staffroom.
- The Head of EYFS will take their personal school mobile or order a school mobile for any school trips.

- 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, Miss Rachel Green (Nursery DSL) 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. 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. However all photographs should be permanently deleted from the iPad before it leaves school and you must alert the Head of EYFS to your use of it at home. 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.

No personal devices or cameras should 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 was reviewed and updated by the Head of EYFS, September 2020.