



## **ACCEPTABLE USE OF MOBILE PHONES AND CAMERAS POLICY**

APPROVED BY: Governing Body

NEXT REVIEW: September 2025

### **Introduction**

#### **1.1**

The use of cameras should be considered an essential and integral part of everyday life. As such, children and educational practitioners are to be encouraged to use such technology in a positive and responsible way.

#### **1.2**

It has to be recognised however, that digital technology has increased the potential for cameras and images to be misused and inevitably there will be concerns about the risks to which children and young people may be exposed.

#### **1.3**

Practical steps must be taken to ensure that the use of cameras and images will be managed sensitively and respectfully. A proactive and protective ethos is to be reflected which will aim to promote effective safeguarding practice.

#### **1.4**

It must however be acknowledged that technology itself will not present the greatest risks, but the behaviours of individuals using such equipment will.

### **Aim**

#### **2.1**

The Acceptable use of mobile Phones and cameras policy will aim to ensure safer and appropriate use of cameras and images through agreed acceptable use procedures.

### **Mobile Phones**

#### **3.**

#### **3.1**

The school allows staff to bring in personal mobile telephones and devices for their own use.

### **3.2**

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

### **3.3**

All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Staff bags should be placed in the cupboard/locker/office.

### **3.4**

Mobile phone calls may only be taken at staff breaks or in staff members' own time.

### **3.5**

If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the staffroom (where no children are present or in the office).

### **3.6**

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 their line manager.

### **3.7**

Staff (will need to) ensure that the school office has up to date contact information and that staff make their families, children's schools etc., aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

### **3.8**

All parent helpers/students will be requested to place their bag containing their phone in the cupboard/locker/office and asked to take or receive any calls in the staffroom.

### **3.9**

It is the responsibility of all members of staff to be vigilant and report any concerns to their line manager/ safeguarding officer.

### **3.10**

Concerns will be taken seriously, logged and investigated appropriately.

## **iPads**

### **4**

#### **4.1**

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. It is a particularly effective form of recording their progression in the school setting. They may also be used in newsletters/ on our website and/or by the local press with permission from the parents.

#### **4.2**

It is essential that photographs are taken and stored appropriately to safeguard the children in our care.

#### **4.3**

Only the designated school iPads are to be used by staff to take any photo within the setting or on outings.

**4.4**

Images taken on the iPads must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

**4.5**

All staff are responsible for the location of the iPads; this should be placed within in the class safe/cabinet/locker when not in use.

**4.6**

Images taken and stored on the iPads must be downloaded as soon as possible, ideally once a week.

**4.7**

Images must only be down-loaded by members of school staff team. Images should only be downloaded on-site.

**4.8**

Photographs should then be distributed to members of staff (keyworkers) to record in children's learning journals.

**4.9**

Under no circumstances must cameras of any kind be taken into the toilet without prior consultation with the EYFS lead/class teacher.

**4.10**

If photographs need to be taken in a toilet, i.e. photographs of the children washing their hands, then the EYFS Leader/class teacher must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the iPad must be placed in a prominent place where it can be seen.

**4.11**

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.