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To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones/devices and cameras in the EYFS setting and whole school at St Edward's Prep School.





Having a statement about the settings use of mobile phones and camera's does not prevent child abuse. Staff still need to have knowledge and the responsibility for the Safeguarding policy of the setting, including whistle blowing.

In this age of digital technology and internet, schools should equip children with skills to manage risks associated with living in a digital age. Instances of children being groomed, either for sexual exploitation or into extreme groups, will happen on mobile phones and staff need to be aware of the risks of this.

-  Personal mobile phones, cameras and video recording equipment cannot be used when in the presence of children on school premises including the swimming pool. Whether this be on site or a public pool is used.
-  In EYFS, all mobile phones must be stored securely (locked away) out of reach within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
-  Childminders must comply with the same guidelines as for parents.
-  No pupils are allowed mobile phones during the school day. Any calls must be made from the school office. Pupils that travel to and from school independently are allowed to bring a mobile phone into school. This must be switched off and handed into the School Office on arrival. The phone is signed in by a member of admin staff and stored in a locked container until the end of the school day when the pupil should report to the School Office to collect it.
-  Mobile phones may be taken on school trips and visits at the discretion of the school and the accompanying staff. They should not be used for photography unless the school gives permission.
-  Mobile phones must not be used in any teaching area during contact time within the setting or within the bathroom areas. The exception to this is sports lessons, fixtures and minibus routes when it may be necessary for the member of staff to use their personal mobile phone to communicate with the school office in an emergency.
-  Personal calls may be made in non-contact time but not within the teaching areas occupied by pupils. Loud, personal calls are not acceptable.

-  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 computer/iPad or laptop before printing.
-  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.
-  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.
-  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. Most Pre-Prep events will be videoed / photographed by school staff and then made available to parents.
-  All Staff are expected to sign to say that they have read, understood and will abide by this policy statement and know which other policies it should be cross-referenced with.

This policy statement should be read in conjunction with the following policies:

-  Safeguarding and Staff Behaviour Policy
-  Employees Disciplinary Rules and Procedures
-  Social Media and Internet Usage Policy
-  Whistleblowing Policy

Review Date: March 2019

Websites that have supportive information are:

www.lrsb.org.uk

www.nspcc.org

www.thinkuknow.co.uk – information aimed at children and parents