

## EARLY YEARS FOUNDATION STAGE MOBILE PHONE AND CAMERA POLICY

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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 and cameras in the setting. This Policy should be read in conjunction with Safeguarding and E-Safety Policies.

- No personal mobile phones, cameras and video recorders can be used on the Hazelwood Nursery and Early Years (HNEY) site when in the presence of children either on premises or when on outings.
- All staff mobile phones must be turned off and placed in the designated locked cupboard either in the room or relevant office. Phones may only be checked at break times in the staff room and never in the rooms, or in the toilets. All phones must be signed in and out of the designated areas.
- No parent, visitor or member of staff from the Hazelwood School site (HSS) are permitted to use their camera, mobile phone or use the mobile's camera facility on the HNEY site in the presence of children.
- School policy regarding the use of mobile phones and cameras will be clearly communicated to parents at the information evening and at all events. All rooms display signs reminding staff, parents and visitors that mobile phones are not permitted.
- In the case of a personal emergency, staff should use the School telephone. It is the responsibility of all staff to make families aware of the School telephone numbers.
- Personal calls may be made in non-contact time but not within the teaching areas or toilet facilities.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY School equipment as registered on the central Nominated Devices listing such as cameras and iPads should be used. Photographs will only be taken provided the necessary photographic consents are in place.
- Photographs and recordings can only be transferred to and stored on a School computer before printing.
- All telephone contact with parents/carers must be made on the School telephone and a note of the conversation should be made either verbally to the Nursery Manager or via email.
- During group outings nominated staff will have access to the School mobile which can be used in an emergency or for contact purposes.
- In the case of productions and special events, parents/carers are permitted to take photographs of their own child in accordance with School protocols which strongly advise against the publication of any such photographs on social networking sites.

### MONITORING AND REVIEW

It is the responsibility of all staff to adhere to this Policy. It will be reviewed annually.

This Policy was ratified by the Compliance Committee: 10th November 2017