



## USE OF MOBILE PHONES AND CAMERA POLICY

**APPROVED BY :**

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**Position:** Head Teacher

**Signed:**

**Date:** September 2016

**Review Date :**

September 2017

## **Policy Statement**

At Hayton C of E Primary School we take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

## **Procedures**

### **Personal Mobile Phones**

- We allow the use of personal mobile phones belonging to members of staff during working hours for the following reasons:
  - The EYFS Classroom and other classrooms within the school are some distance from the main school phone.
  - Uploading information and pictures to the Tapestry On Line Learning Journal.
  - Testing and reporting of diabetic children.
  - Fire wardens.
  - Identified members of staff to support the website.
- Staff must not make or receive personal calls or text messages during teaching sessions, unless it is an emergency, as this will distract them. Lunchtime and break times, if the member of staff is not supervising children, are deemed as appropriate times to make or receive calls.
- Phones must be switched on to silent and left out of reach in a bag or coat pocket.
- As the EYFS Classroom is some distance from the main school phone, staff phones can be used to contact parents of children who require medical assistance throughout the day (e.g. insulin injections etc).
- Phone use is monitored by the Class Teacher.
- Members of staff ensure that the telephone number of the school is known to immediate family and other people who need to contact them in an emergency.
- Members of staff take their own mobile phones on outings for use in the case of an emergency. If members of staff are supervising groups of children they must not make or receive personal calls or text messages during this time, as this will distract them.
- Unless unavoidable (e.g. forgetting a digital camera), members of staff will not use their personal mobile phones for taking photographs of children on outings. Photos must be uploaded immediately on return and wiped from the phone cameras memory before leaving school that day.
- Visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone where there are no children present.

## **Camera and videos**

Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.

- Photographs or recordings of children are only taken on equipment belonging to the setting. However in some circumstances staff will use their own digital cameras from home as they take better pictures for publicity/ school website purposes. No pictures of the children will stay on the memory card as they will be downloaded onto the school server immediately after the session or at the end of the day before they leave.
- Camera and video use is monitored by the setting manager.
- We allow parents to photograph or record their own children at special events e.g. Nativity Plays, celebration assemblies, school trips etc. However, parents must bear in mind that they may capture other people's children and they should ensure the images they have taken are appropriate. If they or their child/ren intend to share such images they should only share them publicly with the express permission of the parents of everyone in the images. All parents and children are asked to support our approach to E-safety and not upload or post to the internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's registration form).

## **Tapestry On-Line Learning Journal**

- Learning Journals offer early years settings a way to record the special moments of their children and to keep parents involved in a partnership as their children develop.
- More recently they have been used in conjunction with the EYFS developmental stages to assess more formally how children are progressing.
- Traditionally these individual records have been collected in scrapbooks or binders, building up into a treasured memoir that children can take with them when they leave for the next stages. However, the purchase of the scrap books alone can be significant and printing photographs, and cutting, pasting and writing in the journals is a time consuming affair.
- Hayton CE Primary School has chosen to use the Tapestry On Line Learning Journal.
- It is a complete standalone application with a personal own web address for the school, with full management functions to control access and communication, for parents and staff. The school has full editorial control over all journals and records.
- Each child's learning journal can have individual accounts set up for both parents and other relatives to access. Parents give written permission for their child to have a journal and that their child's photograph and name can appear in other children's journals.
- Each observation or page in a journal can include notes, photographs and EYFS assessments, characteristics of learning and videos by using Phones and iPads to instantly create the record.

- Staff, Parents and other authorised adults are able to view and comment on these observations and are able to contribute their own stories of the child's life outside EYFS classroom.
- Staff use their own iPhones, Android phones or the school iPad in conjunction with the Tapestry App to create the observations. Parents can also download this App to create their own observations at home.
- Photographs or Video are not stored on any of the above devices as the website/App facilitates for the storage of media on the server from the Tapestry On Line Learning Journal provider.
- Observations are uploaded in one single process that does not make a new entry available until the Class Teacher or Head Teacher has approved the content in them.