



Use of Cameras and Mobile Phones (EYFS) Policy

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Document Owner: **Jacky Shackel (Head of Prep School)**

Description: This policy outlines the Prep School's approach to the use of cameras and mobile phones and devices in EYFS.

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

THIS POLICY APPLIES TO LINGFIELD COLLEGE EYFS

1.0 INTRODUCTION

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 at Lingfield College Prep School.

2.0 USE OF CAMERAS, MOBILE PHONES AND OTHER DEVICES

- 2.1 Personal mobile phones and mobile devices cannot be used when in the presence of children on school premises.
- 2.2 All mobile phones must be stored securely out of reach within the setting during contact time with children (this includes staff, visitors, parents, volunteers and students).
- 2.3 No parent is permitted to use their mobile phone or use its camera facility on their mobile phone, whilst inside school buildings or around the grounds when children are present.
- 2.4 Mobile phones must not be used in any teaching area within the setting or within the toilet area.
- 2.5 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.



- 2.6 Personal calls may be made in non-contact time but not within the teaching areas.
- 2.7 Personal mobiles, cameras or video recorders should not be used to record classroom activities. School equipment should be used.
- 2.8 Photographs and recordings can only be transferred and stored on a school computer/iPad or laptop before printing.
- 2.9 All telephone contact with Parents/Carers should be made on the school telephone.

3.0 SPECIAL EVENTS

- 3.1 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.
- 3.2 The Forest School uses walkie-talkies for communicating with the School Office in the event of an emergency. Mobile phones are not used and should not be taken to any Forest School session. Any school photographs of the Forest School are taken on a school iPad.
- 3.3 In the case of school events, productions and sports day, parents/carers are permitted to take photographs and footage of their own child in accordance with school protocols (using a standard camera) but we strongly advise against the publication of any such photographs on social networking sites. Most Nursery and Prep events will be videoed / photographed by a professional company or a member of staff and then made available to parents.

4.0 RELATED POLICIES

- 4.1 This Use of Cameras and Mobile Phones in EYFS Policy links to other School policies:
 - Staff Code of Conduct;
 - E-Safety Policy;
 - Digital Images (Prep School) Policy.

Policy created December 2019

Next review due December 2020