

# EARLY YEARS MOBILE PHONE & DIGITAL CAMERA PROCEDURE POLICY

Updated September 2022

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Appendix to main school Safeguarding Policy 2022

## **Mobile Phones:**

The aim of the procedure below is to protect children.

In Reception, staff do not use their mobile phones during working hours. However, they may access them during their break times.

Visitors spending time in the Early Years will be asked to turn off their mobile phones.

Parents accessing the premises to collect or drop children are asked to refrain from using the mobile phone whilst on the premises.

When on school outings the school mobile phone is taken. It is not used to take photographs. Staff mobiles are not used to take photographs or record children.

## **Photographs**

Early Years Staff use iPads to take photographs of the children for the purpose of learning journeys and for evidence and to upload photographs onto Tapestry. Once a member of staff has uploaded photographs on to a computer or laptop, then the member of staff deletes the images off the iPad. All iPads that are used for school are always kept in school. Staff do not keep photographs of children on their own personal laptop or computer. All photographs for each year group are kept in the shared area on the school intranet. Only school staff have access to the shared area.

September 2022

**Ryan King**

**Head of Early Years**

