

Policy for the Use of Smartphones and Cameras in the EYFS (Includes Photography Policy)

Also refer to **'Whole School Safeguarding and Child Protection Policy'**, **'Communication Policy and Guidance for Parents'**, **'Staff Code of Conduct'**, **'Policy on Pupils' Use of IT, Smartphones and Other Electronic Devices'** and **'Whole School Privacy Policy'**.

Policy Statement:

Cranford House takes steps to ensure that there are effective procedures in place to protect children in our care from the unacceptable use of smartphones and cameras in the setting.

This policy has regard to the 'Statutory Framework for the Early Years Foundation Stage' Safeguarding and Welfare Requirement: Child Protection (3.4: *'The safeguarding policy and procedures must...cover the use of smartphones and cameras in the setting.'*) and ISSR Standard 7 (3.4 – 3.8: Child Protection E23): *'...the safeguarding policy for early years provision should also contain...the policy on the use of mobile phones and cameras'*. This policy should be read in conjunction with the **'Whole School Safeguarding and Child Protection Policy'** which is reviewed annually by the entire Governing Body and the **'Whole School Privacy Policy'**.

This document is available to all staff in hard copy in the Regulatory Policy file in the Staff Room and in the cloakroom of the Nursery or on the Whole Staff Team on Microsoft Teams. It is also available to parents and interested parties on the School website. This policy is reviewed annually, and when events or legislation requires, by the Headmaster and Head of EYFS. The next review date is November 2023.

Key Personnel:

The Headmaster or Head of EYFS should be contacted should you have any questions or concerns regarding this document.

EYFS Key Themes and Commitments:

This policy corresponds with the following *'EYFS Key Themes and Commitments'*:

- A Unique Child (1.2 Inclusive Practice, 1.3 Keeping Safe)
- Positive Relationships (2.1 Respecting Each Other, 2.2 Parents as Partners)
- Enabling Environments (3.2 Supporting Every Child, 3.4 The Wider Context)
- Learning and Development (4.4 Personal, Social and Emotional Development)

Use of Personal Smartphones:

- Parents and visitors are alerted to the fact that the EYFS is a smartphone-free zone through clear signage to this effect. Visitors using a smartphone will not be allowed access to the premises until it is switched off and stored away securely;
- Personal smartphone usage is kept to a minimum. Staff in Nursery must only use their personal smartphones when on a break and only when in staff-only rooms away from the children or when off-site without pupils. Staff in Reception must ensure that phones are stowed away in the lockable cupboards, out of the reach of pupils and must only be used in the Staff Room or in classrooms where no pupils are present and when the member of staff is not supervising pupils. Personal smartphones are never used by staff in any rooms occupied by pupils and staff are not permitted to use their phones to take photographs of children;
- All personal smartphones are kept securely in the staff-only rooms at the Nursery and stowed away from the reach of pupils in the Reception classes at the main site, along with other personal belongings. All smartphones should be locked with a passkey so that the owner is the only person able to use the device;
- Members of staff ensure that the main telephone number of the School and Nursery School is known to immediate family should they need to be contacted in an emergency;
- EYFS staff use a School mobile phone (not a smartphone) when taking children off-site. In the event that staff take their own smartphones on outings for use in case of an emergency, the making or receiving of personal calls is not permitted;
- Members of staff do not use their personal smartphones to take photographs of children on outings or trips. School cameras are to be booked out and used for this purpose. (See Photography section below.)

Cameras and Use of Photographs:

- Members of staff are instructed not to bring their own camera into School. Staff are not permitted to use their own mobile camera phones to take photographs of pupils. They must use the School camera or iPads instead;
- Photographs taken of children in the School are taken for valid reasons: for the recording of curriculum activities in action, recording of the learning and development of pupils for observation records and profiles and for evidence for Ofsted and ISI Inspections and for marketing purposes. We also use photographs for displays within the EYFS setting;
- The permission of parents and carers will always be sought before any images are used in outside promotional materials;
- Parents are reminded that photographing or recording of their own children at special events should not include other children, unless permission is sought from those parents;
- Parents are strongly advised not to place photos of other people's children on social media sites (e.g. Facebook) without the express permission of the parents concerned. (Contained in the '**Communication Policy and Guidance for Parents**');
- Staff are aware of their responsibilities under the General Data Protection Regulations (GDPR) 2018 and follow the guidelines laid out in the '**Whole School Privacy Policy**'. In line with GDPR, images are stored on-site in the shared 'Media Bucket' for staff access only. No external access is available. Staff are discouraged from taking documents including photographs off-site. Should they do so, for example, for the purposes of working at home, they are aware that they must take precautions to ensure the security of any such documentation.

Reviewed: November 2019: Headmaster and Head of EYFS

Reviewed:	November 2020:	Headmaster and Head of EYFS
Reviewed:	November 2021:	Headmaster and Head of EYFS
Reviewed:	September 2022:	Headmaster, Deputy Head (DSL) and Head of EYFS
Review Due:	September 2023:	Headmaster, Deputy Head (DSL) and Head of EYFS