



EARLY YEARS MOBILE PHONE AND CAMERA USE.

Policy statement

St Michaels embraces new technology but has a mobile phone and camera policy on personal phone and camera use in the early years. This is to protect children from abuse and misuse of their images.

The school prohibits the use of personal mobile phones and cameras in the main setting when working with children or when on outings. This practice ensures the safety and welfare of the children attending so that images and recordings are not stored on personal equipment. One exemption to this statement is when we hold concerts and open events where parents are permitted to take photographic and video images.

The school respects that members of staff may bring their phones to work, for use in receiving or making emergency phone calls.

All phones should be stored in staff bags in the kitchen area for Nursery staff, or in class rooms.

Mobile phone calls may only be taken at designated breaks or in colleagues' own time.

The receiving and making of calls should be kept to a minimum and limited to important calls only.

Land line phones should be used by staff for calling parents.

Under no circumstances should photos be taken on mobile phones by staff.

Staff should only use the school cameras to take photos and these must not be downloaded onto any personal computers.

No electronic copies of photos should be passed to outside agencies unless educational use has been signed for.