

MOBILE PHONE POLICY

Use of mobile phones

Pupils

Pupils are not permitted to have mobile phones at school or on trips, unless permission has been given by the year group leader. If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:

- The parent must write to the school, for consideration by the headteacher to decide.
- The phone must be handed in and switched off, to the class teacher first thing in the morning, and collected by the child at home time (**the phone is left at the owner's own risk**).
- Pupils are not allowed to take photographs of other pupils or staff in school.
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

Staff

- All staff must have their phones on 'silent' or switched off during class time.
- All staff may not make or receive personal calls during teaching time/ contracted hours unless it is work related. If there are extreme circumstances (eg. acutely sick relative) the member of staff should make the Head Teacher aware of this and will have discussed the need to make an emergency call.
- Use of phones must be limited to non-contact time/ lunchtime when no children are present.
- Phones must be kept out of sight (eg. drawer, handbag, staff cupboard) when staff are with children. Photographs may be taken on personal phones with permission of the year group leader.
- Provided that the phone is not enabled for 'cloud-based' or synchronised storage* outside the control of the school, personal phones may be used to take photographs of children but photographs should not be stored for more than 5 school days or use to store pupils personal data. Personal phones should not be connected to non-school computers for back up until after any such photos are removed.

*includes but is not limited to iCloud, DropBox, Flickr etc.

Parents & other visitors

Mobile phones must never be used to take photographs in the school building or grounds during school hours, or outside without the specific permission of all parents whose children might be included.

We very much appreciate our parents' support in implementing this policy in order to keep your children / our pupils safe. Please download the permission form at the end of the mobile phone policy and return it to school should you wish your child to bring a phone into school.

USE OF CAMERAS, MOBILE PHONES AND RECORDING DEVICES

Purpose

The welfare and protection of our children is paramount and consideration should always be

given to whether the use of photography will place our children at risk.

The intention of this policy is to set out clear guidelines which will balance the use of photography as a source of pleasure and pride with the need to safeguard children and protect the rights of the individual.

Procedures

There are many occasions when staff and parents will want to take photographs of children. Such occasions include everything from observation, evidence, assessment and curricular purposes in the class to award ceremonies, performances, trips and sporting events as part of the extended activities programme.

The photography policy sets out to ensure that:

- Photographs are only used for the purpose intended.
- The nursery's use of photographs is facilitated.
- Personal family photography is allowed where possible.
- Individual rights are respected and child protection issues are considered.
- Parents/carers (and children) are given the right to opt out.

Definitions

The term 'images' refers to photographic prints or slides, digital images, videos or moving images. Images may be distributed via print, DVDs, the Internet or other technologies.

Storage of Images

Photographs retained by the nursery will not be used other than for their original purpose, unless permission is obtained. Images will always be stored on the nursery's network, which is only accessible to authorised users.

Photographs should be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken.

Setting Photography

Photographic and/or video images taken by staff may be used for curricular and/or extra-curricular activities, displays, on the website, in the prospectus or newsletter, as evidence of the child's development or as part of publicity in the media. We will ensure all staff understand their responsibilities in this area to ensure:

- They are clear about the purpose of the activity and what will happen to the images when the activity is concluded.
- They always use setting equipment for taking images.
- They never record images using their personal camera, mobile phone or video equipment or for their own personal use.

- They will never photograph children in a state of undress, for example whilst changing for activities.
- They will report any concerns about inappropriate or intrusive photographs found to the DSL following the setting's safeguarding procedures
- They have parental permission to take, store and/or display the images.

Display of photographs

It is perfectly acceptable to display photographs of children in the setting environment with their names attached for the purpose of celebrating progress and achievement or assessment purposes.

Press

On occasions, the media is asked to cover setting events or to highlight children's successes. This is an important part of celebrating achievement and informing the public of educational initiatives. The media operates under its own Code of Practice. Parents will be informed by the setting in advance if their children are likely to appear in the press. Local newspaper titles may share their images with other titles within the same syndicate. Any child whose parents have withheld permission will not be photographed by the media.

Setting Publicity

Photographs of children's activities and achievements may be published in the setting newsletter or prospectus and posted on the setting website. Names of individual children will not be attached to photographs unless specific permission is sought and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

Parental Consent

On admission of a child to the nursery parents/carers will be asked to complete a consent form indicating their agreement or objection regarding the use of images of their child.

A list of children for whom consent has been refused will be maintained and every effort will be made by staff not to include these children in photographs or video footage.

The parent/carer should be asked to confirm, in writing, that they will inform the setting if they no longer wish images of their child to be used for any reason. They need to be made aware that once images are in circulation or have been published, it may be impossible to remove them, although every effort will be made to ensure they are not used in future publications.

Parental Photography

In many cases, photographs taken at events form an important part of family albums. Everything possible will be done to ensure that this tradition continues. Parents are welcome

to take photographs of their own children not others at award ceremonies, setting concerts/shows sporting events, with the permission of the Manager.

However, care must be taken not to interfere with the smooth running of the event, breach commercial copyright laws or compromise health and safety.

Parents/carers will ensure that:

- They will respect the setting's decision to prohibit photography of certain children or a particular event.
- Any images taken are for personal use only.
- Images including children **other than their own, must not be taken.** This is essential guidance we must all follow to comply with data protection guidelines set down by the Local Authority.
- They will not use any images of children so as to cause offence or harm.