



# Mark First & Pre-School CE Academy

## Mobile Phone Policy

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of Information Communication Technology (ICT) equipment or exposure to inappropriate materials in the setting.

At Mark First and Pre-School CE Academy, it is our intention to provide an environment where:

- 1 There is no inappropriate use of mobile phones, cameras or smart watches around the children
- 2 Staff have a clear understanding of our mobile phone, camera and smart watch policy. This policy will be shared with staff, volunteers and students during their induction with us.

### Procedures

- Children are not permitted to bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or device with them, this is removed and stored in the filing cabinet, until the parent collects them at the end of the session.
- The Pre-School staff are allowed to bring in personal mobile telephones/devices and wear smart watches for their own use. Under no circumstances does the Pre-School allow a member of staff to contact a current pupil or parent/carer using their personal mobile telephone or other such device.
- Staff bringing personal mobile telephones or other such devices into the Pre-School must ensure there is no inappropriate or illegal content on the mobile telephone/device.
- All staff must ensure that their personal belongings and mobile telephones/devices, including smart watches with a built-in camera, are securely placed in the office cupboard and should not be used or looked at during work sessions.
- Mobile phones may only be used during staff breaks or in staff members' own time in designated staff areas. These areas are away from the children. The areas are the staffroom, the school office, or the Pre-School room, providing no children are in the room. If staff have a personal emergency, they are able to use the setting's phone or make a personal call from their mobile telephone/device in the designated staff area of the setting. Staff are responsible in ensuring that the manager or deputy are aware of this requirement and ratios must be adhered to at all times.
- If any staff member has their mobile phone/device at hand for an emergency, prior permission must be sought from the Manager or Deputy.
- Staff are responsible for providing the school office with up to date emergency contacts should their own family be needed to be contacted whilst they are in work if they should become ill, have an accident or other unforeseen incident.
- All parent/student helpers will also be requested to keep their phone/device in the designated storage area.
- When visiting the site parents are reminded of our policy, both verbally and through displayed signage.

- In circumstances such as outings and off-site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.

### **External photographs**

- School photographers that visit the site will be treated as any other visitor on the premises and as such appropriate levels of supervision will be in place at all times.
- In the case of a Pre-School/School event or production, parents are only allowed to take photos of the children if permission has been given for all the children. Parents will be informed at the start of the event if they are able to do this. If not, then staff will only take photos of children that have permission, and they will share this with parents.
- Parents will be requested not to share photos of any children, or post on social media.

It is the responsibility of all members of staff to be vigilant and report any concerns about inappropriate use of mobile phones/devices to the Manager and DSL.

Concerns will be taken seriously, logged, and investigated appropriately (see whistle blowing policy).

The Manager or Deputy in her absence reserves the right to check the image contents of a member of staff's mobile phone/device should there be any cause for concern over the appropriate use of it.

### **Policy statement in relation to Photography and Cameras:**

It is our intention to provide a safe environment at Pre-School and prevent:

1. The possible identification of children when a photograph is accompanied by personal information.
2. The inappropriate use, adaptation or copying of images for use on child pornography websites.
3. The taking of inappropriate photographs or recorded images of children.
4. The breach of conduct orders restricting photography of specific children.

### **Procedures regarding Photography and Cameras:**

- Photographs or other video images are taken using an ipad, for the purpose of recording a child or group of children participating in activities or celebrating their achievements, as an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only the designated Pre-School ipads are to be used to take any photo or image within the setting or on outings.
- Images taken on the Ipads must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All children featured in recordings or photos must be appropriately dressed.
- Images taken and stored on the camera must be downloaded as soon as possible.
- All staff are responsible for the location of the ipads. At the end of each day, these must be secured in the office
- Staff are able to take ipads home for work purposes, with consent from the Manager or Deputy
- Under no circumstances must cameras or video equipment of any kind be taken into the bathrooms

### **Guidelines for publishing images**

- Part of our registration pack includes a permission slip for photographs etc. Parents/carers must provide permission to use an image of a child. This ensures that parents/carers understand how the image of their child will be used to represent the Pre-School, for example on our facebook page, school website, learning journals and wall displays within the Pre-School

- If a photograph is used in any publication relating to the Pre-School, it can only give the young person's first name (no surname) or avoid naming them altogether. Personal details such as email addresses, home addresses and telephone numbers should never be revealed on a website.
- The setting endeavours to take photographs that represent the broad range of children participating safely in their activities. Consent must be given and should capture the diversity of the children and their activities.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being taken against the staff/student/key workers involved.

Signed \_\_\_\_\_

Position Pre-School Manager

Printed name \_\_\_\_\_

Date: 20<sup>th</sup> February 2024

Signed \_\_\_\_\_

Position Chair of Governors

Printed name \_\_\_\_\_

Date: \_\_\_\_\_