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**St Albert’s Catholic Primary School: Alby Tots**

**Policy for the Use of Mobile Phones and Cameras**

**(Includes Photography Policy)**

Alby Tots takes steps to ensure that there are effective procedures in place to protect children in our care from the unacceptable use of mobile phones 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 mobile phones and cameras in the setting’) and ISI Regulation

E255: ‘…policies in schools with EYFS must also include the school’s policy on the use of mobile phones and cameras in the setting..’.

This policy should be read in conjunction with the ‘Whole School Safeguarding (Including Child Protection) Policy’ which is reviewed annually by the entire Governing Body and the ‘Whole School Data Protection Policy’. This document is available to all staff in hard copy in the Regulatory Policy file in the Nursery Policy file, or via whole school policy file. 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 Headmistress, Head of Nursery (EYFS LEAD). The next review date is September 2015.

**Key Personnel:**

The Key Person or Head of Nursery 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)

2

**Personal Mobile Phones:**

Parents and visitors are alerted to the fact that Little Willows is a mobile phone-free zone through clear signage to this effect. Visitors using a mobile phone will not be allowed access to the premises until it is switched off and put away.

Personal mobile phones belonging to members of staff are not used on the premises during working hours. The exception to this is in an emergency, when mobile phones may be used in the Head of Nursery’s Office, but only with the permission of the Head of Nursery or her deputy.

All personal mobile phones are stored in lockers at the beginning of each member of staff’s shift.

Members of staff ensure that the main telephone number of Little Willows is known to immediate family should they need to be contacted in an emergency.

Nursery staff use a Nursery mobile phone when taking children off-site for trips or any visits to the Cranford House School main site for swimming etc. In the event that staff take their own mobile phones 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 mobile phones to take photographs of children on outings or trips. Nursery 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 the Nursery.

Photographs taken of children at the Nursery 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. We also use photographs for displays within the 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 Data Protection Act and follow the guidelines laid out in the ‘Data Protection Policy and Guidelines for Staff’. 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.

Signed: *R. Henderson*

Date: September 2014