

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL AND PRE-SCHOOL
WORCESTER

'Following Jesus in all we do'

Procedure for the use of mobile phones and cameras

Introduction

The Statutory Framework for the Early Years Foundation Stage states:
'Safeguarding Policies and Procedures must cover the use of mobile phones and cameras in the setting' (EYFS 2012; para 3.4). As a school we support this statutory legislation as part of our responsibilities for safeguarding children.

The use of 'mobile phones and cameras' includes all hand held devices capable of photographic imagery. Images may be distributed via print, DVD, the internet or other technologies. Photographic imagery is integral to the recording of observations and celebration of achievements, and it is not the intention of this procedure to prevent the use of mobile phones and cameras in settings.

This whole school procedure aims to ensure that there are clear guidelines in place which safeguard children, protect the rights of the individual, and provide staff with clear guidelines to follow, ensuring:

- Images are only used for the purpose intended
- Individual rights are respected and child protection issues considered
- Safe storage of setting's phones, cameras, images and memory cards
- Personal phones are locked away in staff lockers / cupboards.
- Personal family photography is allowed where possible
- Parents/carers are given the right to opt out

1. Safeguarding Children

- The welfare and protection of our children is paramount and consideration will always be given to whether the use of photography will place our children at risk
- Consent is always sought
- Additional consideration will be given to photographing vulnerable children

2. Parental Consent

- On admission of a child to the school or pre-school setting parents/carers will be asked to sign to give consent for their child to be included in press photographs and the school website.
- On admission of a child to our Reception or Pre-School setting, parents/carers will be asked to sign to give consent for their child to have a Tapestry Account, this is an Web based Learning Journal.

3. Images are only used for the purpose intended:

- Photographs and video images are used for educational purposes, which are, celebrating children's achievements through activities and displays and for evidence of e.g. the child's development, progress or attainment.

Staff ensure that:

- I pads are used in line with the school ipad user policy for taking images relevant to the educational purpose
- They will never photograph children in a state of undress, e.g. whilst changing
- They will report any concerns about inappropriate or intrusive photographs found to the DSL, following our safeguarding procedure.
- Images must never be shared without the consent of the parents/carers (e.g. Early years bulletin, newspapers, other agencies)

4. Parental Photography

Parents/carers will ensure that:

- They respect the school / pre-school's decision to prohibit photography of certain children or a particular event
- All images are taken for personal use only and not published on social media sites.

5. The use of Cameras, Mobile Phones and Video Recordings by children

- Children are not permitted to use personal equipment in the setting for the purpose of taking photographs, unless being used as a learning resource
- **We do not promote or encourage children to bring mobile phones to school but if for whatever reason a child brings their mobile phone to school, it is registered and handed into the class teacher at the beginning of the school day and is locked away in a box in the teacher's cupboard for the duration of the school day. It is logged out and returned to the child at 3.00pm.**

6. Safe storage of setting's images

- Images should always be stored securely and password protected
- I pads will be kept securely locked away, when not being used. All are Password protected.
- Images should be destroyed or deleted once they are no longer required for the purpose for which they were taken
- Images taken for publicity or promotional purposes will be destroyed after 2 years
- ipads are locked away securely at the end of the school day.

7. Personal phones and cameras are securely stored and used appropriately:

- **Personal phones and cameras should be stored securely away from the children (this applies to ALL staff, parents and visitors). At St Joseph's School and Pre-School all staff, parents, students and visitors must not carry their phones about their person. They must be stored in bags, cupboards or lockers. No mobile phones are seen to be visible when working with children. Personal phones should only be used at breaktimes away from the children.**
- In exceptional circumstances, staff may need access to their phone if expecting an emergency phone call and this must be cleared by a member of SLT.
- **Visitors who will be working alone with children at the school will be asked to either leave their phones in their car or to hand in their mobile phones to the office to be locked away for the duration of their visit.**

8. School owned Mobile Phones:

- School owned mobile phones may be allocated to specific members of staff (Family Support Worker, DSL; EVC; Pre School) and are used in school in order to maintain family relationships with the school, to ensure safety on trips and when accessing outdoor

learning.

- School mobile phones will be audited randomly throughout the year to ensure correct usage of the device.

9. Outdoor learning and off-site educational visits

- Class teachers / Nursery staff will always take their personal or a work mobile phone with them on a school trip for communication purposes.
- Any parent helpers will adhere to these procedures when accompanying children on trips (see Educational Visits Policy) and not use their phone for photographing children.
- **No child will take a mobile phone on a school trip. Point 5 procedure will apply if a phone is brought into school on the day of the trip. Any child who is found to have a phone once on the trip will have it confiscated by the class teacher and held by them until the return to school.**
- The class teacher / Group Leader / Nursery staff will always have a school mobile phone with them when using the Forest School Site / learning outdoors, in case of emergency.

Signed..... Name..... Date.....

Procedures shared September 2023 with all staff. It will be uploaded to My Concern for all staff to read.

Annual Reminder: September 2023

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Mobile phone Register and log	
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Year Group: _____

[illegible]

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Mobile phone Register and log	
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Year Group:

Date / time	Name of child	Signed in	Logged out
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[illegible]

Note for all visitors

To safeguard our children, anyone working alone with children **MUST** either leave their phones in their car or hand in their mobile phones to the school office to be locked away for the duration of their visit.