

St Mark's Catholic Primary School

Foundation Stage Mobile Phone and Camera Policy

At St Mark's, the safety and welfare of every child is paramount.

Policy statement

St Mark's Foundation Stage embraces new technology. This policy outlines the school's use of mobile phones and cameras on personal phones. This is to protect children in the setting from abuse and misuse of their images.

Staff photographing children

General signed consent to take photographs or record images of children will be requested from the parent on enrolment of their child. Within this, the purpose for taking images is to be clearly explained and agreed. Any consent given is to be retained on the child's file. It is then the responsibility of the parents/carers to inform the setting if they would like to withdraw their consent. This consent will cover the taking of images for general purpose, such as talking photographs which will be used to document children's learning.

Procedures

It is respected that members of staff may bring their mobile phones to work, for use in receiving emergency phone calls. All phones must be stored in staff bags or out of the reach of children. The receiving and making of calls should be taken during break times and only important calls should be taken and received during class time. The school land line phone may be used by staff in emergencies or when making work related calls.

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When on outings, it is accepted that staff will be required to take their phones in order to contact school and parents if necessary. It is also understood that these phones may have a camera setting but should not be used as a camera.

Under no circumstances must cameras of any kind be taken into the toilet without prior consultation with the head teacher. If photographs need to be taken in the toilet area i.e. (in the case of certain special needs children when promoting toileting) then the safeguarding team must be told along with parents informed and staff supervised whilst carrying out this kind of activity.

Each member of staff has been assigned their own iPad to use within school to take photographs to document children's learning.

All parents/carers are not permitted to use phones inside the setting and they should not be used for taking photos.

All cameras in the setting including those on staff mobile phones can be subject to scrutiny at anytime by the safeguarding officers or head teacher, if it is considered necessary.

Staff should only use the school's memory cards to take photographs and these must not be downloaded onto any personal computers except the teachers' school laptops which are password protected and covered by data protection through encryption.

No electronic copies of photographs should be passed to outside agencies unless the parents/carers have given permission.

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Children photographing each other

Children are often given the opportunity to photograph each other and their surroundings. This practise may occur during off-site activities and for most children it will be normal practise to take photographs to record a trip or event. Children also have access to cameras within the setting to support their learning and development needs. These activities will be encouraged in a safe and enabling environment.

Procedures

Staff are required to discuss and agree some age appropriate acceptable rules with children regarding the appropriate use of cameras.