



Inspiring All to Excellence



Anker Valley Primary Academy

Acceptable Use of Mobile Phones in EYFS Policy

Document Control

Policy Title	Acceptable Use of Mobile Phones in EYFS Policy
Effective Date	September 2023
Policy Owner	Anker Valley Primary Academy
Policy Approver	Local Governing Body

Version Control

Version	Date	Amended by	Comments

Section	Changes Made

Statement of Intent

At Anker Valley Primary Academy, it is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- The inappropriate use of mobile phone cameras around children.
- Staff being distracted from their work with children.

Aim

The aim of this policy is to have clear guidance on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception. In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile Phones

- While the school allows staff to bring in personal mobile telephones and devices for their own use, under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device.
- Users bringing personal devices into the school must ensure that there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are left inside their bag and switched off, throughout contact time with children. Staff bags should be placed in a locked cupboard, where the children have no access.
- Mobile phone calls must only be taken during staff breaks or in staff members' own time and not within areas of the school where children may be present.
- If staff have a personal emergency, they are free to use the school's phone.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Head of School.
- All parent helpers/students will be requested to place their bag containing their phone in the safe or office.
- During group outings designated staff will have access to a nominated mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head of School. Concerns will be taken seriously, logged, and investigated appropriately
- The academy reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.

Cameras

- Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is 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 a designated school camera or Ipad is to be used to take any photo within the setting or on outings. Images taken on these devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for ensuring the above devices are stored in a secure location.
- The camera / Ipad must be locked away at the end of every session.

- Images taken and stored must be uploaded to Tapestry as soon as possible, ideally once a week. If the technology is available images should be uploaded on-site. Should this facility not be available, these may be uploaded off-site and erased from a school laptop as soon as the images have successfully been stored.
- Any photographs of the children printed for display / work purposes should be distributed to members of staff at the earliest possible opportunity.
- Under no circumstances must cameras of any kind be taken into the bathrooms. If photographs need to be taken in a bathroom, i.e., photographs of the children washing their hands, then the EYFS Leader must be asked first, and staff be supervised whilst carrying out this kind of activity.
- At all times, the camera / Ipad must be placed in a prominent place where it can be seen.
- The use of Apple watches / Smart watches is not permitted.

Linked Policies

Safeguarding Policy

EYFS Policy

E-Safety Policy

Behaviour and Relationship Policy