



# **Poppyfield**

Primary Academy

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**Mobile Phone, Tablet and Camera Policy**

The Early Years Foundation Stage (EYFS) team within Poppyfield Primary Academy is committed to ensuring the safety of children in its care at all times. We recognise the importance of mobile phones in school, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children.

This policy applies to all staff, parents, visitors and volunteers within the EYFS, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

#### EYFS Staff personal mobile phones:

EYFS Staff will not carry personal mobile phones while working. Their phones will be kept in an agreed area in the school.

EYFS Staff may use their mobile phones during break / lunchtimes in an agreed area not used by children.

If EYFS staff need to make a personal call during a session, they should (with agreement of their line manager), make this in the agreed area not used by children.

EYFS Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency during session hours.

A mobile phone will be taken on all school trips. This is in line with the Statutory framework for the Early Years Foundation Stage which states that providers should take contact telephone numbers and a mobile phone on outings.

#### EYFS Children:

EYFS Children are not allowed to bring mobile phones into school.

#### Visitors and parents/carers within the EYFS:

The school will display a notice advising visitors and parents/carers throughout the school that mobile phones are not to be used in the setting. If a visitor or parent/carer is seen using their mobile phone, they will be asked to switch this off. If parents/carers wish to use their phone they will be advised to use this away from school premises.

#### Photographic and video images within the EYFS:

It is good practice at times to record photographic and video images of pupils, or to allow pupils to record images of each other to assist teaching and learning, or to celebrate achievement. There is, however, potential for images of children to be misused, in extreme cases for pornographic or grooming purposes. Employees should therefore adhere to the following code:

- only record images when there is a justifiable need;

- ensure that pupils understand the reason for the recording of the images and how the images will be used and stored;
- ensure that a senior colleague is aware of the recordings;
- ensure that all images recorded are available for scrutiny;
- avoid making recordings in one-to-one situations;
- on admission to the School, parents give consent that images and recordings of their children can be used for legitimate reasons;
- if a photograph is used, the pupils should not be named without direct parental consent; and where the School has decided that images should be retained for future use, they should be stored and used only by those authorised to do so.

School tablets and 'Tapestry software is the agreed medium for EYFS staff to take and then store photographs of pupils.