



THE
MARIST
SCHOOL
ASCOT

School DfE No: 868/6013

Early Years Foundation Stage Mobile Phone and Camera Policy Pt 3, 7

Feet on the ground. Reaching for the stars.

EARLY YEARS FOUNDATION STAGE MOBILE PHONE AND CAMERA POLICY

To ensure the safety and welfare of the children in our care, this Policy outlines the protocols for the use of personal mobile phones and cameras in the Early Years Department. This Policy should be read in conjunction with the Safeguarding and E-Safety Policies.

The Marist School allows staff to bring in mobile phones for their own personal use. However, they must be kept away in closed cupboards at all times and are not allowed to be used in the classrooms, toilets, or in the play areas at any time. Mobile phones must be turned onto silent mode during working hours and can only be used in a designated break away from the children. If staff fail to follow this guidance, disciplinary action will be taken in accordance to The Marist School disciplinary policy.

If staff need to make an emergency call, they must do so either in the staff room, the Vice Principal's office or outside the school grounds. Staff should provide the school number to members of their family and next of kin so that in an emergency the member of staff can be contacted on the school phone.

Staff must ensure that there is no inappropriate or illegal content on their phones or mobile devices.

Mobile phone technology may not be used to take photographs anywhere within the school grounds. There are digital cameras and iPads available within the school and only these should be used to record visual information within the consent criteria guidelines of the school.

Members of staff may only contact a parent/carer on the school phone. The only exception to this would be if there was an emergency and the school had to be evacuated or if the phone was inoperable. If this were the case it would be the Principal, Vice Principal or Designated Safeguarding Member of Staff who is responsible for making this decision.

The EYFS Department uses the app 'Evidence Me' to evidence the child's learning through observations, photos and videos. All parents/carers are asked to sign a consent form for their child's learning journey.

Use of Mobile Phones for Volunteers and Visitors

Upon their initial visit volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use the office and the school phone. Neither are volunteers or visitors permitted to take photographs or recordings of the children.

Safe Practice

- Staff must have their phones on silent or switched off during working hours.
- Mobile phones can be used for emergency purposes on school outings or Outdoor Learning.
- Where possible the school mobile should be taken on outings and Outdoor Learning and the group leader will be responsible for the phone.
- Under no circumstances should personal mobile phones be used to take photos or recordings of the children.
- EYFS staff has access to iPads to record and photograph children for the purpose of evidence for the child's individual Learning Journey.
- All iPads should be safely locked away at the end of each day.
- Under no circumstance should the children be photographed in the toilet areas.
- Photos and recordings are only allowed to be downloaded on school PC's.
- Parent helpers on outings are asked not to use their phones (except in an emergency) or take photos whilst accompanying children.
- Photographs and recordings can only be transferred to and stored on a School computer before printing.
- In the case of productions and special events, parents/carers are permitted to take photographs of their own child in accordance with School protocols, which strongly advise against the publication of any such photographs on social networking sites.

MONITORING AND REVIEW It is the responsibility of all staff to adhere to this Policy. It will be reviewed annually.