



## **Mayville High School Early Years Foundation Stage**

### **Policy on the Use of Cameras and Mobile Phones**

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 setting.

- Personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on school premises or when on outings.
- All mobile phones must be stored securely within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
- Mobile phones must not be used in any teaching area within the setting or where children are present.
- In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make their families aware of the school telephone numbers.
- Personal calls may be made in non-contact time but not within the teaching areas.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.
- Photographs and recordings can only be transferred to and stored on a school computer before printing.
- All telephone contact with Parents/Carers must be made on the school telephone.
- During group outings nominated staff will be given permission to use a mobile phone in an emergency or for contact purposes.



- In the case of school productions, 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.

**April 2017 AP April  
Reviewed 2018CS/AP  
Reviewed April 2019  
by AP  
Reviewed RP July  
2021**