



**MAYVILLE
HIGH SCHOOL**
Founded in 1897

Early Years Foundation Stage

Early Years Policy for the use of cameras, tablets, mobile phones and smart technology

At Mayville High School, we have a 'no use of mobile phones' policy. This is because we intend to provide an environment where children, parents and staff are safe from images being recorded and inappropriately used to eliminate these concerns:

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

We promote the safety and welfare of all children in our care. We believe staff should be completely attentive during working hours to ensure all children throughout the Early Years receive good quality care and education.

The welfare, protection and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously.

We have procedures in place which we ask everyone to respect as they help to promote the safety of the children in our care. Therefore this policy outlines the protocols for the use of personal mobile phones, cameras, tablets and smart technology in the setting.

- Personal mobile phones, cameras, recordable devices or smart watches cannot be used when in the presence of children on school premises. We require any such devices to have the bluetooth disabled or placed safely away during working hours and only accessed during breaks.
- Personal devices should not be connected to the school wi-fi and it is staff responsibility to ensure that there is no inappropriate or illegal content on them if bringing them to school.
- Smart watches should be set to not be able to access the camera, calls, messages and emails whilst within working hours.
- In the case of a personal emergency, staff should use the school telephone or their own in non teaching areas. 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.
- Calls must not be made to parents on personal devices and always made through the school phone system. Staff phone numbers and personal email addresses are not to be given to parents.
- The Headteacher and/or DSL reserves the right to check the image contents of a staff member's mobile phone/smart technology if there is any cause for concern over inappropriate use. Should inappropriate content be found then the Local Authority Designated Officer (LADO) will be contacted immediately and the police if necessary and guidance followed.

- It is the responsibility of all staff to remain vigilant and report any concerns to the Headteacher or a Designated Safeguarding Lead (DSL)

Parents/carers and visitors' use of mobile phones and smart watches

Parents/carers and visitors will be asked to refrain from using their mobile phones whilst in the Nursery/Lower I when collecting or dropping off their children.

If parents/carers and visitors are found to be using their phones inside the Nursery they will be asked to finish their call and reminded that there is a no mobile phone policy in place to ensure all children are safeguarded.

Visitors are requested to leave their mobile phones and/or smartwatches in the Nursery kitchen in a secure place until they leave.

Signs will be displayed to remind parents/carers and visitors that we are a mobile phone free area.

Photographs and videos

We recognise that photographs and video recordings are useful to record children's learning and development and play a part in every day of an Early Years setting. It is essential however that these are taken and stored appropriately to safeguard the children in our care.

Therefore;

- Our permission forms ask for permission for photographs and video recordings to be taken before a child starts Nursery/Lower I. Consent will be sought at the beginning of each academic year.
- We ensure that parents are aware that their child may be in group photographs and in another child's learning journal. Where the parent/carer does not consent to this staff must ensure that the child is not included in group photos.
- We ask for individual permission from parents for a range of purposes including display and promotional materials such as the brochure, website and local press.
- Only designated Nursery ipads/tablets are permitted to be used to take photographs and/or video recordings within the setting and on trips.
- All staff are responsible for the location of tablets and they should be stored in a secure location at the end of each day. Tablets should be locked with a code and staff will not be permitted to take them home.
- Ipads/tablets should only be used for the purpose of work related activities only and not for personal use. Devices will not have any social media or messaging apps on them.
- Photos and videos should be uploaded onto Tapestry as soon as possible and then deleted from devices, preferably within a week. Images will be checked once uploaded to ensure that they are deemed suitable and not to cause embarrassment or compromise the child in any way.
- Photographs and recordings can only be transferred to and stored on a school computer before printing.
- During group outings, nominated staff will be given permission to use a mobile phone in an emergency or for contact purposes. This will be identified on the outing's risk assessment. Staff are not permitted to use their mobile phones whilst on trips and can only access mobile technology if on a designated break away from children, if ratios allow. All communication with parents should be made through the school office.

- 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.

Parents and staff will also be made aware of the Schools'

Safeguarding Child Protection Policy

Whistleblowing Policy

Low-Level Concerns policy

Early Years Tapestry policy

Monitoring and Review:

It is the responsibility of all staff to adhere to this policy. It will be reviewed annually or if changes are made to the Early Years Foundation Stage Statutory Framework

April 2017 AP.

Reviewed 2018 CS/AP. Reviewed April 2019 AP. Reviewed July 2021 RP. Reviewed August 2022 AP. Reviewed August 2023 AP.

Reviewed April 2024 SW