

ECD - Photography Policy and Use of Mobile Phones

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Reviewed: November 2017 by Anja Toddington

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Policy Statement:

This policy is part of our school's commitment to safeguarding the children in our care, and is linked to our Safeguarding & Child Protection Policy.

Our policy is that staff, parents and visitors may not use mobile phones or mobile ICT devices on the ECD grounds. Mobile cameras may not be used to photograph or film any children in our care at any time.

There may however, be occasional times when photographs are taken in our department, as detailed below, under these circumstances the procedure and controls mentioned here will be carried out rigorously, so that no child is put at risk.

- For major festivals, such as May Pole dancing or St. John's we may sometimes take photographs, we will endeavour to find an 'official' photographer for this and make photographs available to parents/carers afterwards, with their consent.
- Staff members may infrequently need to take photographs in our Early Childhood Department and these can be shared with parents and will have pedagogical uses; they may be needed for teacher training, or be used with permission of the parent/carer for the school website or newsletter. Staff members will never use their own camera or mobile devices to take photographs, but will always use the school camera.
- Student teachers might be given permission by the teacher, to take photographs in support of their work. This will exclude any photographs of children, e.g. only the Kindergarten space, equipment and children's work may be photographed.

Scope and Procedures for staff

- Kindergarten staff and volunteers should store their phones in the kindergarten store cupboard during working hours. Phones should be turned off.

- The only exception to this is Kindergarten walk days, where staff will take their mobile phone with them, so they can contact the school or parents/carers in an emergency. The mobile phone must be turned off at all times, except when it needs to be used for an emergency.
- The school will not accept any liability for loss or damage to mobile phones stored on the premises or taken out on walk days.
- The school provides staff with access to the telephone for work-related purposes. Staff may provide family members with the school's landline number for use in the event of an emergency.
- If a staff member is expecting an emergency call this should go via Reception.
- Staff should not use their personal camera or other device to photograph children but use the school's equipment provided for these purposes. Any photographs that staff need to take of the children as part of their work should be taken on the designated school camera.
- Reference should be made to the school's Image Use Policy.
- It is in any staff member's interest to log their use of any device to take pictures, videos or audio recordings.

Further information, advice and guidance

- E-safety advice for Kindergarten parents
- SDSS - Mobile Camera, Phone & ICT Devices Policy

Compliance

- Independent school standards, December 2014
https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf

References:

- Safeguarding & Child Protection Policy
- Cyber-Bullying Policy
- Internet Safety Agreement
- Social Media and e-Safety Policy
- ICT AUP (Acceptable Use Policy including BYOD)