

Michael Hall

a Steiner Waldorf School

Early Childhood

Camera and Mobile Phone Policy

Policy Owner	Early Years Assistant Principal
Formally endorsed by	Council of Trustees
Endorsement Date	September 2023
Next Review Date	September 2025

Introduction

The EYFS 2021 in paragraph 3.4 states: The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

Mobile Phones

Early childhood operates a no mobile phone policy, with the exception of emergency phones issued by the school, which are used outside for walks and expeditions.

- The use of personal devices including mobile phones is strictly forbidden during contact hours.
- Teaching Staff, Guests and Volunteer mobile devices are switched off and placed in a lockable cabinet on arrival to the Early Childhood building and are not permitted to access or use during contact hours.

Kindergarten children are not permitted to have mobiles in school.

Visitors will be advised of our policy and requested to keep their mobiles switched off, out of sight and out of reach of the children.

Cameras

Photographs are occasionally taken by practitioners for the purpose of recording developmental progress or milestones. Photos taken for this purpose may not have identifiable children in the photos. Photos are taken from a distance, from behind or from above children. Cameras used to take these photos are located in the Early Childhood IT room.

Photos of festivals or that include permitted identifiable children are allowed to be taken by the school photographer and are stored in accordance to GDPR guidelines.

Only a designated Kindergarten school camera may be used to take photos of the children within the setting or on walks and outings. Images taken must be deemed suitable without putting the child/children in any compromising positions, which could cause embarrassment or distress.

- Under no circumstances must cameras of any kind be taken into the children's toilets.
- If a camera goes missing the EY DSL must be informed.
- Parental permission for the taking of photos is received when the child begins at Michael Hall. This will include general permission for photo use on the website, prospectus etc and specific use for the recording of children's achievements, such as hand and craftwork in the children's individual folders.

Related policies:

Child Protection and Safeguarding Policy

Staff Code of Conduct

Safeguarding; we are all responsible

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