



# Kindergarten Camera and Mobile Phone Policy

<b>Policy Owner</b>	<b>Early Years Assistant Principal</b>
<b>Formally endorsed by</b>	<b>Council of Trustees</b>
<b>Endorsement Date</b>	<b>September 2020</b>
<b>Next Review Date</b>	<b>September 2021</b>

## **Introduction**

This policy details the procedures to: “cover the use of mobile phones and cameras in the setting.” In accordance with the safeguarding and welfare requirements, page 16, paragraph 3.4 of the Statutory Framework for the EYFS 2017.

## **Mobile Phones**

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

- The use of personal devices including mobile phones is strictly forbidden.
- Staff and volunteers mobile devices are switched off and placed in a lockable cabinet on arrival to the Kindergarten and are not permitted to use or access and use during kindergarten 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 taken for the purpose of recording a child or group of children participating in activities are an effective form of recording their progression in the EYFS.

It is essential that photographs are taken and stored appropriately to safeguard the children.

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.

- Images taken, stored on a removable SD card must be downloaded to the designated photos folder.
- Under no circumstances must cameras of any kind be taken into the children’s toilets.
- The designated Kindergarten camera must be kept securely and locked away at the end of each day.  
If a camera goes missing the EY DSL must be informed.
- Parental permission for the taking of photos is received when the child begins Kindergarten. 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 Childrens kindergarten individual folders.

## **Related policies:**

Child Protection and Safeguarding Policy

Whole School Use of Camera and Mobile Phone Policy

Staff code of conduct