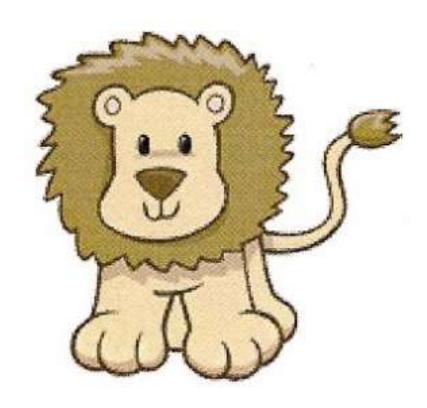
## St Mark's Catholic Primary School



## EYFS Policy for 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 St Mark's school 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.

No parent is permitted to use their mobile phone or use its camera facility whilst inside school

buildings. The EYFS team should inform parents clearly of the school policy on the use of

mobile phones, cameras and video recorders.

Mobile phones must not be used in any teaching area within the setting or toilet/ washroom

area whilst 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 families aware of the school

telephone numbers.

Personal calls may be made in non-contact time but not within the teaching areas when any

child is present. 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

/laptop before printing.

All telephone contact with parents/carers must be made on the school telephone. However,

where needed, such as during an off-site visit, staff may use their own telephone and ensure

that the number is withheld.

In the case of school productions, parents/carers are permitted to take photographs of their

own children 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 by the

Governing body

Adopted by Governors: January 2021

Review: July 2022