

*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