

Prepared using The Dfe publication Sept 2018 Keeping children safe in education the EYFS statutory framework March 2017

### Aims

The Iona School and Nursery aims to keep all children within its care safe. This includes raising awareness of potential danger through the taking of, and /or distributing of, photographs or moving images. Mobile phones and laptops will usually have a camera fitted. There is real risk of pictures, taken on these devices ending up in the wrong hands. Therefore, we must impose the following policy and clarification.

### Mobile phones on the premises

- Staff phones/ camera phones are allowed to be used in the staff room during break times only and may be taken onto the land for emergency use only on the sole understanding that Early years children are not present
- If a member of staff needs to make a private call they will inform the senior member of staff present and a room will be found to make the call.
- In the early years all staff/visitor phones will be locked away in lockers and will not be allowed past doors that say "no mobile phones past this point"
- If taking early years children on the land then a non-camera mobile will be used.
- No images of pupils will be taken on personal image recording devices/phones at any time. This is to ensure safeguarding of pupils and staff.
- If staff take a mobile with a camera into the early years, then the phone will be taken and checked by the manager. If there are images, these will be reported immediately to the LADO and police (see safeguarding policy) the staff member will be subject to disciplinary procedures. If there are no images, the staff member will still be subject to disciplinary procedures.
- All visitors and contractors will hand in their phone at reception.

### Safeguarding of Children Use of Mobile Phones

- Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of school children for their own records during the school day.
- All children submit their mobile phones to the teacher at the start of the day.
- Visitors have their phones taken from them at the start of their visit.
- Early years staff must be vigilant, if they have a visitor into the setting, they must tell that person to lock their phone away or hand it into reception
- Early years children are not permitted to bring in mobile phones

### Mobile phone photography by Parents & Visitors

The use of cameras, video cameras, mobile phone cameras or any other image capturing device on the school premises during school hours or when children are present by parents/carers, visitors or contractors is not permitted.

All visitors are not permitted to take photographs and recordings during festivals and other gatherings. We have a duty of care to protect all children, one well-meaning photo placed on social media can have devastating effects.

- Many mobile phones have inbuilt cameras so staff mobile phones must not be used to take pictures of children in our school.
- Visitors may only use their phones in the foyer or outside the building if no children are present and should be challenged if seen using a camera inappropriately or photographing children.
- The use of mobile phones are prohibited in children's toilets and nappy changing areas.
- Staffs are asked not to make personal calls during their working hours. However in urgent cases a call may be made or accepted if deemed necessary and by arrangement with the school manager
- Staff can only make mobile calls from the nursery or school office.
- Mobile phones are strictly prohibited from the Nursery and Kindergarten.

Related policies

- Safeguarding
- Social media

**Issue date**

This policy takes effect from the August 2015

**Review date**

This policy will be reviewed and revised by the school manager on an annual basis.

**Endorsement**

Full endorsement to this policy is given by:

Name: Mr Martin Taylor  
Position: Iona School Trustee  
Signed:   
Date: 07/09/18