



## **PRE-PREPARATORY DEPARTMENT**

### **Curriculum Policy for Acceptable Use of Cameras and Mobile Phones**

*School Mission Statement:*

**“Learning and growing in  
*the light of the gospel*”**

#### **WITHIN THE POLICY:**

- Aims
- Mobile Phones
- Cameras

## **EYFS**

### **Acceptable Use of Cameras and Mobile Phones**

Our Pre-Preparatory Department nurtures the very best in each child; we aim to provide a high quality teaching and learning environment. The Christian values of the School encourages care for all, mutual respect, responsibility and a strong partnership between home and School.

#### **Aim**

We intend to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns.

1. Staff being distracted from their work with the children.
2. The inappropriate use of mobile phones and cameras around the children.

We have a clear policy to adhere to on the acceptable use of mobile phones and cameras that is understood by all Practitioners without exception.

#### **Mobile Phones**

- Staff can bring their personal mobile phone to School. Practitioners must ensure that there are no inappropriate or illegal content on their device.
  - All staff must ensure that their mobile phones are left in the Head of Department's Office, inside their bags, or locked away in their personal locker.
  - Mobile phone calls can be taken in the staffroom at break times.
  - If a personal emergency should occur Pre-Prep Staff are allowed to take their mobile phone into the classroom. They must first seek permission from the Head of the Prep School.
  - The School hold details of each practitioners emergency contact number of the next of kin.
  - All helpers will be requested to leave their mobile phone in their bag in the Head of Pre-Prep's office.
  - The School mobile phone will be taken for emergency purposes. It is the responsibility of all members of staff to remain vigilant and report any concerns to the Head of the Pre-Preparatory Department.
1. Mobile phones must not be used to photograph children.
  2. Mobile phones must not be used by parents in School, playground or on School visits.
  3. The Headmistress and Head of the Pre Preparatory Department reserve the right to check the image content of a member of staff's mobile phone should there be any cause for concern.
  4. Should inappropriate material be found, the Safeguarding Officer will be contacted immediately, appropriate procedures will then follow.

## **Cameras**

School cameras must be used or the School memory card. Memory cards should then be removed and the content loaded onto the School site, or School laptops. Photographs that record achievements can be placed into each child's Learning Journey. Laptops should remain on the School premises at all times.

Only the designated I Pad or cameras are to be used to take any photographs within the School campus, and on an educational outing.

The children will use the School cameras when taking photographs. The practitioners in the Pre Preparatory Department are responsible for the location of the cameras.

The Head of the Pre Preparatory Department and the EYFS Key Workers will be responsible for collating pictures to be included in each child's Learning Journey.

No personal devices or cameras should be taken into the children's toilets.

## **Links to other policies**

Safeguarding and Child Protection Policy

## **Review**

Reviewed by ND, September 2017

Review Date: August 2018