

EYFS DEPARTMENT

E1 Safeguarding Children: Use of Electronic Devices and Digital Photography Policy

This Policy applies to the Early Years Department and is published to staff and parents

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General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Policy statement

Children have their photographs taken to provide evidence of their achievements for developmental records. Staff, visitors, volunteers and students are not permitted to use their own electronic devices with imaging and sharing capabilities including mobile phones to take or record any images of children for their own records during session times.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and wellbeing	2.1 Respecting each other 2.2 Parents as partners	3.3 The Learning Environment	4.2 Active learning

Procedures

- Under the General Data Protection Regulations, the school must seek parental consent to take photographs and use video recorders and a consent form must be signed. Longridge parents also sign to say whether their child's photographs may be used for promotion/ advertising outside of school e.g. on the school website or Facebook page.
- Photographs will be stored on the school ICT server and class iPad, both of which are password protected.
- The schools iPads, digital cameras or memory cards must not leave the school setting except when being used on trips/outings.
- Photos are printed in the setting by staff and images are then removed from the camera's memory.
- Photographs may be taken during indoor and outdoor play (using the school camera or iPad) and displayed in albums or a child's development record for children and parents/carers to look through.

- In the case of school events, productions and sports day, parents/carers are permitted to take photographs and footage of their own child subject to copyright permission; this should always be done in full view of all those attending. Parents and staff should be aware that photographs may contain other children in the background.
- No photographs or video clips of any Longridge pupils should ever be used on social networking sites or displayed anywhere on the internet (with the exception of the school website or the school's Facebook page).
- When children undertake a school trip or school journey, mobile phone use by adult leaders should be limited to contact with the school office or the venues being visited, except in emergencies. A school mobile phone is always available.
- Personal mobile devices cannot be used in the presence of EYFS pupils; this includes any electronic devices with imaging and sharing capabilities. Devices must be stored securely out of reach within the setting during contact time with children (this includes staff, visitors, parents, volunteers and students).
- Cameras and mobile phones are prohibited in the toilet areas.
- Staff should not use mobile phones to take photographs of any children during the course of their daily activities. This is referenced in the Staff Handbook and in the Staff Behaviour Policy.
- 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 if using a mobile device.
- All telephone contact with parents/carers should be made on the school telephone.

This policy is written in conjunction with the whole school Safeguarding Policy.