



St Paul's Foundation Stage and Early Years Unit

Mobile Phone and Camera Policy

All staff are required to follow the schools mobile phone policy to protect children, protect staff from allegations and maintain high standards of care.

Personal mobile phones/cameras are allowed but all staff must ensure that these phones are securely locked away in their personal locker located in the staff toilets. Under no circumstances must mobile phones be used (including as a camera) within the Early Years Unit, while children are present. Staff members, students and volunteers may access their personal mobile phones whilst off duty. Mobile phones must only be used in the designated areas round the school building.

Mobile phones must never be used to take photographs of children or any area of the Foundation/Early Years Unit.

During Early Years trips or outings all staff may take their mobile phones, which will be used for emergency purposes only. Parents must only use mobile phones in emergencies and if using mobiles as a camera must only take photographs of their own child.

Photographs of children will be taken on a daily basis, individual and group photographs, used as part of display, on the schools website, as part of an observation or to record a child's progression in the Foundation Stage. Only the designated school/foundation cameras will be used to take photographs. All photographs will be downloaded as soon as possible (ideally at the end of each week) They are stored securely on the school shared drive and cameras will be locked away at the end of each day. Parents will sign a permission form when their child starts at school/foundation, consenting to photographs of their child being used within school/foundation.

Any member of staff who does not comply with the mobile phone and camera policy will be dealt with in line with the schools disciplinary procedures.