



The Brook



THE BROOK POLICY FOR THE USE OF CAMERA, MOBILE PHONES AND ITOUCH

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 the setting.

Use of personal phones:

- Personal mobile phones, cameras and video recorders cannot be used when in the presence of children on school premises.
- All mobile phones must be stored securely within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
- Mobile phones must not be used in any teaching area within the setting or within the bathroom area.
- In the case of a personal emergency staff should use the school telephone whenever possible. 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.
- All telephone contact with Parents/Carers must be made on the school telephone.

Photographs on personal phones:

- Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.

In the case of school productions, Parents/carers are permitted to take photographs of their own child in accordance with school protocols which strongly advise against the publication of any such photographs on Social networking sites.

During group outings staff may carry their own phones in bags but they should only be used in emergencies. Phones are never used for cameras, only as a 'phone!'

Staff members who are also parents must ensure to use their appropriate logon when dealing with tapestry.

At the Brook as part of our EYFS curriculum we build a portfolio of children's work using a range of photographs and videos. To create these profiles we use itouches.

All staff agree to using these itouches in the following ways -

- photos only taken in school context
- to delete photos after use
- only use in school contexts for resources and eyfs profiles
- take pictures linking to learning
- will not download apps on itouches without permission from the IT Tech
- will not leave them within reach of children
- Photographs and recordings must be transferred to and stored on a school computer before printing where possible.
- Only the itouches can be taken home for transfer at home but only if totally necessary and on a school laptop which needs to be booked out with the ICT technician.

Adopted September 2017

Review date - September 2018