



Hull Collegiate Prep School **Foundation Stage** **Acceptable use of cameras and mobile digital devices**

This policy applies to our EYFS setting. Hull Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document. Hull Collegiate School is fully committed to ensuring that the application of this Foundation Stage Acceptable use of cameras and mobile digital devices policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity document. This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- Child Protection
- Health and Safety
- ICT
- Mobile Phones
- Non-Residential Trips
- Pupil Data Protection
- Safeguarding
- Whistleblowing

This document is reviewed annually by Mrs J Maltby or as events or legislation change requires. The next scheduled date for review is September 2017

If you have any concerns regarding this policy please discuss them with Mrs Maltby



Contents

Policy Statement	page 3
Acceptable Use Policy Mobile Digital Devices	page 3
Acceptable Use Policy Cameras	page 4

Policy Statement

It is our intention to provide an environment in which staff are able to work without distraction, and in which children, parents and staff are safe from images being inappropriately recorded and used.

We therefore operate the following:

Acceptable Use Policy

Mobile Phones

The setting allows staff to bring in personal mobile telephones and devices for their own use, in their own time, away from the children. These are not used to contact current pupils. Where at all possible contact with parents/carers are made using the school phone system or school mobile telephone. If it is found to be necessary to contact a current parent/carer using a personal device or home telephone, the call details are logged and kept on file. The use of personal mobile phones or digital devices, in school, to digitally record images or sound is strictly prohibited. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

All teaching staff, parent helpers and students must ensure that their mobile telephones/devices are kept securely in a bag, locker or cupboard throughout contact time with children. Staff working in the Nursery classroom areas store mobile phones or devices in the staffroom lockers or Foundation Stage Coordinator's office. Office and ancillary staff must ensure that their mobile telephones/devices are kept securely in a bag, locker or cupboard throughout designated working sessions. Mobile phone calls or texts are only made and taken at staff breaks or in staff members' own time and in the designated staff areas.

If staff have a personal emergency they are free to use the setting's landline phone or make a personal call from their mobile in the designated staff area of the setting. If any staff member considers that an emergency situation requires them to keep their mobile phone to hand, prior permission must be sought from the Head teacher and the mobile phone should be placed in an agreed appropriate place.

Staff ensure that the school has up to date personal and emergency contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

During educational visits and group outings nominated staff will have access to the setting's nominated mobile phone/s, which is to be used for emergency purposes only. Should the group leader of an educational visit deem it a necessary precaution for a higher number of mobile phones to be available, this is made clear on the Educational Trips and Visits application paperwork, along with details of the names and personal mobile numbers of the staff members concerned.

It is the responsibility of all members of staff to be vigilant and report any concerns to a member of the CLT or the Child Protection designated people contact list. Concerns will be taken seriously, logged and investigated appropriately and may lead to dismissal. The school reserves the right of a Key Stage Coordinator, member of the CLT or Designated Safeguard Lead to check the image contents of a member of staff, parent helper or student's mobile phone or digital device, should there be any cause for concern over its appropriate use.

Cameras

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. This is an effective form of recording their progression, particularly so in the Early Years Foundation Stage. They are also used on our school and company websites, newsletters, magazines and noticeboards and/or by the local press, with permission from the parents. All photographs are taken and stored appropriately to safeguard the children in our care. The setting is registered with the Information Commissioners Office (ICO) and adheres to Data Protection Legislation.

Ownership:

Hull Collegiate School is fully committed to ensuring that the application of this policy is in line with Human Rights legislation and the Data Protection Act 1998 and The Copyright, Designs and Patent Acts 1988. It will be assumed that any photographs or digital images taken on school premises, by a member of staff, will be wholly owned by Hull Collegiate School and must not leave the premises either physically or digitally without the consent of Hull Collegiate School and the parents of the child or children concerned.

Use of images of children requires the consent of the parent / carer. Permission is obtained via the admissions documentation when a child joins Hull Collegiate School. When a parent does not agree to their child being photographed, the School Registrar must inform staff who then make every effort to comply sensitively. For example, if a child whose parents have refused permission for photography is involved with a specific group event, it may not be appropriate to photograph the whole group. Careful liaison with parents is therefore essential. With discussion it may be possible to agree other options. The parent may accept a group photograph if names are not published.

When photographic images are transmitted or shared beyond Hull Collegiate School e.g. television broadcasts, images on intranet/internet sites, specific permission is obtained from the parent/carers.

Only a designated school camera or school digital device is to be used to take any photo within the setting or on outings. Where a designated school camera or device is not available, a designated school memory card may be used, with permission from a member of the CLT. All staff are responsible for the location of cameras, devices and memory cards; these are stored securely at the end of each day.

Images taken on these cameras are deemed suitable and never put the child/children in any compromising positions that could cause embarrassment or distress. Under no circumstances are cameras or digital devices of any kind taken into toilets or changing rooms or any photographs taken whilst children are changing clothes in a classroom. Children are appropriately dressed in all photos.

Images taken and stored on school cameras, digital devices and memory cards are downloaded as soon as possible into the school Pictures and Photos folder on the school's intranet, and the camera, device or card cleared. Images are downloaded using school networked computers on-site, or onto encrypted school laptops. Stored images are regularly reviewed, and unwanted material deleted. Printed images used for display, publicity and recording activities and progress are disposed of responsibly.

Concerts, Performances, Events, Presentations and Visits

To allow the appropriate recording of children's images by parents/carers, staff:

- ensure that children are appropriately dressed
- obtain parental permission via the school registration forms
- are aware of any child who should not be photographed
- monitor the use of cameras

Teacher Training and Portfolios:

During teacher training and with newly qualified staff, colleagues may need to compile portfolios with photographs of children during lessons. Staff act responsibly in compiling these images. Student Teacher/NQT Mentor oversee the compiled images as part of the management process and consider their appropriateness.

Children photographing each other using school cameras:

Staff maintain appropriate supervision and management control.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.