

St Margaret's Preparatory School



Use of Mobile Phones and Cameras in the Early Years

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
November 2016	C Douglas and Louise Laurie	Review	Nov 2017
April 2017	C Douglas and Louise Laurie	Update	April 2018

Our Vision

- We want... every child to love coming to school and to love learning.
- We want... all children to feel secure and cared for.
- We believe... in teaching the whole child and finding exciting ways to enhance their learning experience so that when they leave St. Margaret's, they say what a fantastic school it is in every way.

And this is what we aim to do

- Provide a high quality education, where children can grow in knowledge and understanding.
- Equip all children with appropriate skills, attitudes and values.
- Create an environment where every child can fulfil their potential.
- Encourage every child to benefit from our caring staff and fine facilities.
- Enable every child to communicate with confidence in every situation.
- Treat every child with the highest standards of courtesy, loyalty, honesty and fairness, and expect the same from them in return.

School Mission Statement

To provide a secure and happy environment in which each individual is helped to fulfil his/her potential and to emerge with maturity, confidence and a sense of independence.

Introduction

St Margaret's Preparatory School takes steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of mobile phones and cameras in the Early Years Setting. The Early Years Use of Mobile Phones and Cameras Policy comes under the umbrella of the school, and all staff are aware of this..

Procedures

The following procedures are in place:

Personal Mobile Phones:

- **St Margaret's operates a No Mobile Phone policy for Early Years teaching areas and areas of the school that are being used by Early Years children.**
- Mobile phones and photographic equipment may be used under specific circumstances (see Safeguarding: Photographic Images and Filming Policy)

- All mobile telephones are locked away in a secure cupboard. If any member of the EY Team is seen to be accessing their telephone at any time, this will be reported to the Headmaster or Head of Early Years immediately.
- Visitors to Early Years teaching areas will not be permitted to use their mobile telephones during their time in these areas.
- Visitors using their mobile phone in Early Years teaching areas will be challenged and instructed not to do so.
- If necessary visitors will be advised of a designated area within the school where they can use their mobile phone
- In the event of an Emergency personal phones may be used in the privacy of the staff room, alternatively staff can use the school telephone.
- Early Years Staff ensure that the direct telephone lines of the School are known to immediate family and people who may need to contact them in emergency.

Cameras, iPad, videos and Smart watches.

- Members of staff must not bring their own camera or video recorders into the school. In exceptional circumstances and with the agreement of the Head staff and/or parents may use their own cameras for school purposes.
- No cameras/iPads are allowed in the EY Department except cameras and iPads that are the property of St Margaret's Preparatory School.
- Photographs or recordings of children are only taken on iPads/cameras that belong to the School with the exceptions outlined above.
- Photographs and recording of children for external/ advertising purposes are only taken of the children if prior written consent has been sought from parents.
- Photographs and recordings of children are only taken to evidence their learning and development or for displays within the setting.
- The wearing of Smart Watches with a photographic capacity by staff and pupils is not permitted in the School.

Related St Margaret's School Policies:

Code of Conduct and Acceptable Use Policy

Safeguarding and Child Protection Policy

Safeguarding: Photographic Images and Filming Policy