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| POLICY TITLE | Kindergarten Mobile Phone and Camera Policy |
| Policy Area | General |
| Author | DS |
| Relevant Statutory Regulations | Safeguarding and welfare requirements P21, paragraph 3,4 Statutory Framework for the EYFS 2021 |
| Senior Team Lead | Head of School |
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| Reviewed by | E. Le Gendre |
| Ratified by | Sarah Thorne |

Introduction

This policy details the procedures to: “cover the use of mobile phones and cameras in the setting.” In accordance with the safeguarding and welfare requirements, page 21, paragraph 3.4 of the Statutory Framework for the EYFS 2021.

The London Acorn School is committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment.

Mobile Phones

- Staff and volunteers will keep personal mobile phones securely out of reach and sight of the children whilst in the Kindergarten.
- Mobiles must be switched off or in silent mode.
- Staff and volunteers are not permitted to use mobile phones inside the Kindergarten during Kindergarten hours.
- Mobiles must never be taken into the children’s toilets.
- Only School Mobiles to be used to take photographs of the children.
- Only School Mobiles to be used to contact parents.
- School Mobiles to be taken on walks in Morden Hall Park and outings to facilitate emergency contact with the school only. These will be kept securely in a place, which is inaccessible to the children, such as the school rucksack.
- Kindergarten children are not permitted to have mobiles in school.
- Visitors will be advised of our policy and requested to keep their mobiles out of sight and reach of the children.
- The teacher will be responsible for ensuring this is followed through.

Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities are an effective form of recording their progression in the EYFS. It is essential that photographs are taken and stored appropriately to safeguard the children.

- Only designated school cameras may be used to take photos of the children within the setting or on walks and outings.
- Images taken must be deemed suitable without putting the child/children in any compromising positions, which could cause embarrassment or distress.

- Images taken must be downloaded to the designated photos file.
- Under no circumstances must cameras of any kind be taken into the children's toilets.
- All cameras must be kept securely and locked away at the end of each day.
- If a camera goes missing the DSL must be informed.
- Photos should be printed on the allocated photo printer, unless otherwise agreed.
- Parental permission for the taking of photos will be secured when the child begins in the school. This will include general permission for photo use on the website, prospectus etc and specific use in kindergarten photo journals.

Related policies:

- TLAS Mobile Phone, Camera and Device Policy
- TLAS Safeguarding and Child Protection Policy