



DIGITAL DEVICES WITH IMAGING AND SHARING CAPABILITIES POLICY

SANDON PRIMARY ACADEMY - FOUNDATION STAGE

Review date: September 2025

Aims

It is our intention to provide an environment in which children, parents/carers and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns;

- Staff being distracted from their work with children
- The inappropriate use of cameras or other recording equipment, around children
- Have a clear policy on the acceptable use of electronic devices with imaging and sharing capabilities that is understood and adhered to by all parties without exception

Mobile Phones:

- Early Years will allow staff to bring in personal mobile phones and devices for their own use. Under no circumstances does the Academy allow a member of EY's staff to contact a current parent / carer using their personal device. This also refers to personal numbers and contact details to be given out.
- Users bringing personal devices into Early Years must ensure there is no inappropriate or illegal content on the device.
- To ensure the safety and welfare of all the children within our care, we operate a no mobile phone policy around the children. This policy is also to protect our staff members against possible allegations.
- At the beginning of a staff members shift, they will be asked to switch their mobile phone off and place it with their belongings in the designated area.
- Staff members are allowed access to their mobile phones on their break but this must be away from the children in designated areas. The EYFS lead is responsible for ensuring this is adhered to.
- If staff members have a personal emergency they are free to use the setting's landline telephone. They can also speak to the EYFS lead and ask to leave to make a call in the designated area. If staff are expecting a call, they are encouraged to give the setting's number. If this is not possible, prior permission is needed from the EYFS lead and the phone should be placed in a safe area where it is visible at all times.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the EYFS lead
- Concerns will be taken seriously and investigated.
- The EYFS lead may ask staff of whom they have concerns over to see the photographs on their device.
- Should inappropriate material be found the Local Authority Designated Officer (LADO) will be contacted immediately. The Academy will then follow the advice given.
- Visitors are requested to hand their phone in on arrival for safe storage (phone safe) for collection on leaving the premises.

Smart Watches:

- Staff are allowed to wear smart watches to support in time keeping. However, they must not use their smart devices for personal use during directed time e.g. to make calls or send messages and must not use these devices to take or store photos.
- Smart watches should be in aeroplane mode to prevent them from connecting to the wifi.
- Users bringing personal devices into Early Years must ensure there is no inappropriate or illegal content on the device.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the EYFS lead
- Concerns will be taken seriously and investigated.

- The EYFS lead may ask staff of whom they have concerns over to see the photographs on their device.
- Should inappropriate material be found the Local Authority Designated Officer (LADO) will be contacted immediately. The Academy will then follow the advice given.
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Ipads

Photographs for the purpose of recording a child of a group of children participating in activities, celebrating their achievements is an effective form of recording their progression in Early Years. However, it is essential that photographs are taken and stored appropriately to safeguard children in our care.

- Only designated Academy IPADS are to be used to take photos within the setting or on outings.
- Images taken on these IPADS must be deemed suitable without putting the child(ren) in any compromising positions that could cause embarrassment or distress.
- All staff members should take care with the IPADS and return them to their location when not in use.
- Images taken on the IPAD should be uploaded to the computer as quickly as possible – ensuring photographs are deleted afterwards.
- Photos should only be uploaded onto an Academy computer.
- Under no circumstances must IPADS be taken into the bathroom area e.g. taking photographs of children washing their hands. The EYFS lead must be asked first and the task must be supervised at all times with the IPAD clearly visible at all times.
- Failure to adhere to the contents of this policy may lead to disciplinary action.

Laptops

- Adhere to academy **online safety policy**.

Consent

- Photograph permission is gained from parents upon completing their induction pack. This information is securely stored and referred to when required.

Related Policies:

Online safety Policy