



## **Mobile Devices And Use Of Photographic Images Policy**

**Pre-school Manager: Nicky Benson-Dare**

**This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.**

## Statement

St Peter's Busy Bees Pre-school takes steps to ensure that there are effective procedures in place to protect children, staff, young people and vulnerable adults from the unacceptable use of mobile phones and cameras in our setting. Due to the significant advances in mobile phone and camera technology, there is the potential for them to be used inappropriately and compromise the confidentiality of the children in our care. In order to ensure the safety and wellbeing of the children in our setting, and to prevent images being recorded and used inappropriately, St Peter's Busy Bees Pre-school prohibits the use of personal mobile devices and cameras by staff when working with the children both on and off the site as well as the use by parent/carers, helpers or visitors when on the premises or outings with the pre-school.

This policy outlines the acceptable use of mobile devices (including phones and tablets) and cameras.

## Procedures

Personal mobile devices:

- Any visitors to the school will be advised that the use of mobile devices is not permitted while on the premises.
- Parents will be asked not to use their mobiles while inside the pre-school building.
- Photographs or recordings of children are only taken on equipment belonging to the setting. The setting manager monitors camera and video use.
- The setting has its own mobile telephone to be used for receiving and making calls. This is only used for personal use in an emergency.
- Personal mobile phones belonging to members of staff are not used on the premises during working hours, unless in an emergency where no other option is available.
- During school trips staff have access to the school mobile phone, which is used for emergency purposes only.
- At the beginning of each session, staff's personal mobile phones are placed in a plastic box in the kitchen area. This box is kept in the kitchen area away from the main pre-school room.
- Members of staff ensure that immediate family and other people who need to contact them in an emergency know the mobile telephone number of the setting.

Photographs: Camera/Tapestry

- Photographs of the children are taken during the sessions at pre-school. These are to be used for compiling the child's learning journal.

- Photographs or recordings of children are only taken on equipment belonging to the setting. Camera and video use is monitored by the setting manager.
- Once photographs are taken and uploaded to the child's journal, the images are deleted.
- Parents/carers are requested to complete and sign the relevant document in their child's admissions pack giving permission for photographs and videos to be taken and used in their child's learning journal, and for them to be present in photographs used in other children's journals, on the pre-school website and on our social media page. If parents do not give their permission, we respect their decision. The parent's guide to Tapestry is an appendix to this policy.
- Photographs and videos will only be used for appropriate school advertising.
- St Peter's Busy Bees Pre-school reserves the right to refuse parents the opportunity to take photographs/videos on health and safety grounds, or due to safeguarding issues. This right will be implemented where appropriate.
- At events where photographs are permitted, parents/carers will be reminded that they are only to make recordings or take photographs for personal use. It will be made clear that permission is not granted to use any photographs or recordings on any social media sites.
- No electronic copies of photographs are to be passed to any outside agency unless written permission is provided by the parent/carer.
- School photographers will be treated as any other visitor and the appropriate level of supervision will be in place at all times. This will ensure no unsupervised access to children will be given.
- Children are on occasion given the opportunity to photograph each other and their surroundings in support of development within the area of technology (Understanding the World). This may happen both in the setting and when on outings to record an event. Children may only use the setting's camera and recording devices.
- Under data protection law, photographs and full names of children will never be displayed together.

## Appendix 1

### **Online Learning Journey – Parents’ Guide**

#### **Introduction**

All pre-school children have a personal on-line Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child’s experiences during their time with us.

We use Tapestry, a system, which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child’s Learning Journey and, in addition to viewing our contributions; we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

#### **Where do I start?**

Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for Tapestry Mobile). Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

#### **Changing your settings**

##### **On the computer**

At the top right of your screen you will see your name, and selecting this will give you the option to ‘Edit Preferences’. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child’s Learning Journey – just tick or untick the relevant box if you would like to change this setting.

##### **On iphone/ipad**

To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

#### **Viewing my child’s Learning Journey**

Once logged in, you will see your child’s observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - and we would love to receive such comments!

#### **Adding an entry to my child’s Learning Journey**

Choose the ‘Add Observation’ option (or the 'plus' icon on your iphone/ipad) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the ‘add media’ option. When you have saved your observation, you may go back to the home screen at any time by choosing ‘home’.

**Let us know how you get on!**