



“Together we learn”

# **Mobile Phone, Photography & Social Networking Policy**

Ratified on:  
Chairperson's Signature:

The following protocols should be followed by all staff members using mobile phones.

- Incoming calls should only be taken once the children have left school and inside coffee and lunch breaks except for emergencies.
- Outgoing calls should only be made by staff, once the children have left school and inside coffee and lunch breaks.
- In emergency situations, staff must inform the Principal of the need to make or receive a call and seek permission to do so. These calls will be kept as brief as possible.
- Text messages should only be received and sent once the children have left school and inside coffee and lunch breaks.
- Mobile phones must never be used to take photographs of children anywhere on school property under any circumstances.
- The staff will take their own mobile phones on school trips. Each staff member has their colleagues' telephone numbers, school telephone numbers etc stored on their phone.

The following protocols should be followed by parents/carers/daycare staff when in the building:

- Parents and carers are asked to take note of the highly visible notices placed around the school building and refrain from using their mobile phones for any purpose within the school building.
- Parents are not permitted to use their phones to make or receive calls or to send or receive text messages during the course of school trips or visits or during school events without the expressed knowledge and permission of the school Principal or the teacher in charge.

## PHOTOGRAPHY

At Banbridge Nursery School we recognize that staff have a duty to safeguard and ensure the welfare of all the children in our care. We are aware of the potential harm which could be caused by the improper use of photography and strive to ensure that all photographic records are stored and used safely and securely, in line with GDPR protocol.

All members of staff carry or have the use of an iPad to take photographs in all areas of the nursery environment except the bathrooms. Photography is used to capture staff's observations of the children and the photographs are used as evidence to record the children's interests, enjoyment and learning.

Parents are asked to sign a form giving their permission for staff to take photographs, (If permission is not given staff will be instructed not to photograph this specific child/ren under any circumstances).

The nature of the nursery environment means that children are often photographed alongside others. This means that some photographs of specific children may be included in a second child's portfolio. This is explained to parents by the Principal during the parents' introductory information session. Parents who are not happy with this arrangement may decide not to grant permission for their child to be photographed during the school year.

## PROTOCOL FOR THE USE OF CAMERAS/iPADS BY STAFF MEMBERS AND VISITORS TO SCHOOL

The following protocols should be followed by all staff when photographing children.

- Digital cameras / iPads which are school property may only be used on school premises or on school trips.
- Staff may not use their own cameras.
- Staff will not photograph children who say they do not want to be photographed or who are obviously uncomfortable with having their photograph taken.
- All photographs taken of children remain school property and may not be shared with anyone outside school.
- No photographs may be taken in the bathrooms except for those used in our hand washing routine.
- Photographs of the children will be displayed in various areas throughout the school.
- A selection of photographs is included in the children's record of achievement portfolios to illustrate various aspects of the children's development and learning. These portfolios are presented to parents at the end of the school year.
- Ex-display photographs may occasionally be purchased by parents if they are not being included in the children's portfolios. Any unused photographs are destroyed at the end of the school year, in line with GDPR protocol.
- Photographs may be stored only on school computers. All copies are deleted at the end of the school year, in line with GDPR protocol.
- Photographs may be published in the local papers using children's first names only.
- Photographs will be placed on the gallery page of the school website on a regular basis. No names will be attached to these photographs.
- External providers or visitors to school, e.g. EVO's football; Cantata; Authentic Yoga are not permitted to take and/or publish photographs of children without the written permission of the parents. This will be sought prior to visits and all visitors will be made fully aware of any objections from parents. Children who do not have parental permission will NEVER be photographed by external providers.
- Students may not photograph the children at any time.
- Volunteers may not photograph the children at any time.

## PHOTOGRAPHY BY PARENTS

- Parents'/carers' mobile phones must never be used to take photographs of children, staff or visitors anywhere on school property except during special events and then only with the expressed permission of the Principal.  
**Parents will only be permitted to take photographs of their own children on these occasions.** Parents must not take pictures of children from other families.
- Photographs taken on school premises or at school events **MUST NEVER BE PLACED ON ANY SOCIAL MEDIA SITE.**
- Parents must never record videos of their children or staff in school or at school events.

## CHILDREN'S USE OF PHOTOGRAPHY

- A number of defunct cameras are available for the children to incorporate into various play scenarios. These cameras help the children to become familiar with photographic technology but do not actually take real photographs. When these are included in play areas the children are free to use them as they desire.
- A number of cameras and iPads for use by children are made available to them at various times throughout the school year at the discretion of the teaching staff. These cameras / iPads take real photographs. The photographs captured by the children may be printed/displayed throughout the school/used to inform evaluations of the children's experiences/included in the children's end of year portfolios.
- The children may not take photographs in the bathrooms under any circumstances.

## LINKS WITH OTHER POLICIES

Our Mobile Phone, Photography and Social Networking Policy has links with our Child Protection, Pastoral Care, Intimate Care and ICT policies. All staff permitted to use cameras will have undergone criminal record checks. All staff are trained in the school's child protection procedures on a regular basis.

## CONCLUSION

At Banbridge Nursery School we recognise the potential of the appropriate use of photography to enhance our practice. Parents and staff are thrilled to be able to share many of the children's experiences through viewing well presented photographs of the children and their friends at work and play. The ability to capture a moment in a child's life in a picture is a privilege and can convey so much more than words. It can touch a special place in the heart and life of a

parent. The children also love to share their experiences with others by recalling and sharing a moment in time caught on camera.

However, we also recognise that the inappropriate use of photography has the power to cause untold harm and damage to our pupils and their families and consequently will take all reasonable measures to ensure that we use technology in a safe manner and in the best interests of our children whose welfare remains paramount in all we do.