



Policy: Mobile Technology & Safeguarding

Ratified by FGB : 3rd April 17

Review Date: 3rd April 18

(Reviewd annually)

Non Stat Policy

Early Years Foundation Stage (EYFS) Mobile Technology and Safeguarding

Background: At Northborough School we are committed to an inclusive and holistic approach to our EYFS children, consequently rather than maintain a separate EYFS policy we ensure that the needs and interests of EYFS children are considered in the drawing up of our whole school policies. However we recognise that there are some additional requirements placed on the school for its EYFS provision as detailed in the **Early Years Foundation Stage Statutory Guidance (2014)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299391/DFE-00337-2014.pdf

Aim: Everyone at Northborough makes the most of their abilities and talents, whilst acting with courtesy and consideration to others at all times. We do this by providing: a safe and stimulating environment.

(Statutory Framework for EYFS 2014)

At Northborough Primary School, we understand that we are legally required to comply with welfare requirements as stated in the Statutory Framework for Early Years Foundation Stage 2014.

- To provide a setting that is welcoming, safe and stimulating where children can grow in confidence;
- Promote good health;
- Manage behaviour effectively in a manner appropriate for the children's stage of development and individual needs
- To ensure that all adults who look after the children, or who have unsupervised access to them, are suitable to do so;
- Ensure that the setting, furniture and equipment is safe and suitable for the purpose it was intended for;
- Maintain records, policies and procedures required for the safe efficient management of the setting and to meet the needs of the children.

Keeping Safe - It is important to us that all children in the school are 'safe'. We aim to educate children on boundaries, rules and limits and to help them understand why they exist. We provide children with choices to help them develop this important life skill. We encourage children to take risks and highlight the importance of keeping themselves safe by teaching them how to recognise and avoid hazards. We aim to protect the physical and psychological well-being of all children. (See *Teaching & Learning Policy, Curriculum Policy, Inclusion Policy, SEN Policy, Safeguarding Policy, Health & Safety Policy, Administering Medicines Policy*).

Mobile Technology and Digital Images:

Staff do not use their mobile phones or any personal devices to take or store images of children, and parents are explicitly prohibited from using any devices in EYFS and throughout the school with compulsory signage in place to this effect. Staff are instructed and trained in challenging any breach of these requirements.

No photography of any form is allowed by parents or carers in school including in the EYFS provision. However the school has a clear policy on parents taking images at public performances, which both acknowledges the school's safeguarding and data protection duties but also recognises parents' desire to photograph significant public events. Parents are given explicit guidance on the nature of images which may be taken and the subsequent use of these images. The school makes clear its duty in monitoring and controlling the taking of these images and the responsibility of parents and carers for their use.

Members of staff do, however use school devices such as iPads to take photographs as evidence to support the regular observation assessment cycle in the EYFS. These photographs are used in children's portfolios, in class displays, other assessment records and at times on the school website. All parents are asked to state if they give permission for their child's image to be used for specific purposes in their initial starter packs and annually as they move up the school.

The school has a separate *Data Protection Policy and E-Safety Policy* which gives further detail on the retention and use of digital images.

Staff Awareness and Training:

The schools give its staff explicit guidance on the use of personal and school ICT equipment and the use and retention of pupil images in its *E-Safety Policy* and its *Code of Conduct*. Staff sign an acceptable use agreement and this is included as part of the induction of new staff. All staff also receive regular Safeguarding and E-Safety training to maintain awareness, and to update and refresh practice.

In addition, staff managing or working in EYFS are given additional instructions and training where appropriate on the particular requirements of EYFS provision, and the explicit requirements regarding the use of images.

Monitoring and Compliance

Specific reference is made to the additional requirements of the EYFS provision as part of the school's annual review of safeguarding, which is reported to the Governing Body and the Local Authority.

Other internal and external reviews of our EYFS provision involving SLT, Early Years Governor and the Local Authority are carried out regularly and will always include an element of care and a priority on safeguarding.