



**Ecole maternelle française**  
**French Nursery School**  
64 Garfield Road  
London SW11 5PN  
Tel: 0207 993 6460

**Ecole maternelle bilingue**  
**Bilingual Nursery School**  
2 Stormont Road  
London SW11 5EN  
Tel: 020 3774 0081

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## **USE OF MOBILE PHONES AND DIGITAL PHOTOGRAPHY POLICY**

### **Policy Statement**

Children have their photographs taken to provide evidence of their achievements for developmental records and displays (EY trackers) and for the making of a “Cahier de Vie” which is a record of their life at l’Ecole du parc. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records.

### **Procedure**

- Under the Data Protection Act 1998, we must seek parental consent to take photographs and use video recorders.
- Photographs can only be taken with the school iPads and cameras
- School iPads and cameras are strictly prohibited in the toilet or nappy changing areas.
- Photographs will be stored on the school’s computer (staff room) for printing purposes only.
- The photographs will be shredded or deleted once a child has left the setting.
- The iPads, digital cameras or memory cards must not leave the setting.
- Photographs are printed in school only (not outsourced or sent to an outside printing company)
- Images are then removed from the camera’s memory.
- Photographs may occasionally contain other children in the background. Parental permission form will be given to parents when they join the setting (Consent Form)
- Occasionally, we may wish to use photographs of the children taking part in an activity to advertise/promote our setting via leaflets, our website etc. However, should this be requested, specific parental permission from parents will be required.
- Staff mobile phones should be turned off and kept securely so that no staff member can access their phone during contact time with children.
- Staff may access their mobile phone during their lunch break in the staff room only. Members of staff seen using their mobile phone outside the staff room may expose themselves to Disciplinary Action.
- Visitors may only use their phones outside of the building.
- In the case of an allegation against a Staff member and its subsequent investigation, all electronic devices may be confiscated and communication between adults through email, face book accounts, twitter, etc. may be recorded and reviewed.

- In case of a personal emergency, all personal calls should be directed through the school's main telephone line: 02073269642

Reviewed by: Elisa Sicking-Bressler and Eva Toth

Review date: 14/07/2017

Next review: July 2018



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## **USE OF SOCIAL NETWORKS**

### **Policy**

Any comment or material (photographs, videos,...) which could identify a child, his/her parent/guardian, relative or work colleague, and which could adversely affect the school must not be placed on a social networking website.

This means that work related matters must not be placed on any such site at any time either during or outside of working hours via any computer equipment or mobile phone.

### **Procedure**

- No photos of children can be used for anything other than what parents have given permission for, i.e. displays, observation evidence for EY trackers, cahier de vie, etc. (please refer to our Policy on the Use of Photographic Digital Equipment and Mobile Phones)
- Staff members are not allowed to access social networks from the School Computer in the staff room
- No photos of special events can be shared
- No tagging of colleagues on photos can take place without their permission
- Photos or internet discussions linked to your work, children, families and/or colleagues who can be identified are forbidden
- The only way that photos or information can be shared personally or through Internet shared sites is with specific detailed permissions obtained by the school office from parents/carers. This includes photos of end-of-year show and other outings.
- All staff working with children need to be aware of their own conduct, and that of others close to them, outside of their working environment.

- This policy forms part of staff's contractual duties and not adhering to it may result in Disciplinary Action taken against that member of staff.

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