



SSFU Mobile phone policy

- Any staff mobile phones brought into the setting must be kept in a secure location away from children (ie phones with cameras must be placed in the lockable cupboard in the smaller classroom).
- If staff need to receive or send calls, this must be done in the staff room during their lunch break or before/after the setting has opened/closed and any children have arrived in the setting. They must not be used when children are in the setting.
- In exceptional circumstances (eg illness of a family member), staff may keep their phone on them with their manager or deputy's permission.
- Any parents helping in Stepping Stones need to be informed of this policy and follow the same guidelines.
- A mobile phone will only be used by a designated staff member to send or receive emergency phone calls during Forest School sessions or setting trips. The camera on the phone must not be used on these occasions.

SSFU Use of cameras and photos policy

- Parental permission for photos to be taken of children during setting hours will always be sought (this is included in the home-school agreement form).
- Parents have the option to request that photos of their children are not used for marketing purposes or put on The King's School's web site.
- Photos or videos taken by parents or other adults (eg at a school event or on a school trip) are not to be posted on internet websites (eg *You Tube*) or social networking sites (eg *Facebook*) if they contain images of Stepping Stones children other than family members. Parents sign a home-school agreement form when their child starts and this includes a statement to this effect.
- Staff may use photographs taken on the setting's cameras for recording children's achievements and progress (eg in Learning Journeys) or for classroom displays.
- Photos taken by staff may also be used for marketing the setting or on the school web site if parental permission has been given.
- Any photos taken by staff will be stored ultimately on the school T-drive or O-drive.
- Photos of Stepping Stones children must not be stored on staff laptops or PC's other than temporarily for purposes of printing them off for Learning Journeys or displays etc. Any photos must be transferred to the school computer network for secure storage or deleted once this process is completed.
- If photos are sent via email they must be password protected.

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