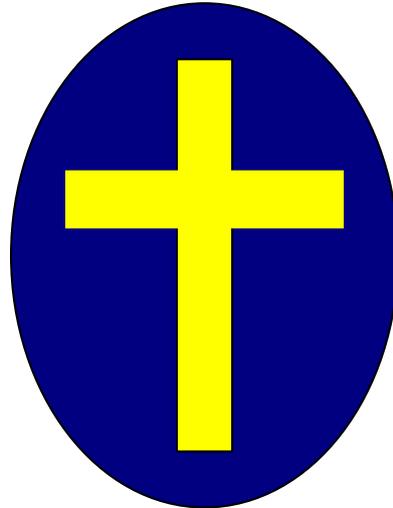


# The Batt C of E Primary School



THE BATT C.E. SCHOOL

## Use of Mobile Phones and Cameras Policy

Date Written/Reviewed: November 2018

Date for next review: November 2020

Reviewed by: LGB

# The Batt C of E Primary School

## Use of Mobile Phones and Cameras Policy

### Introduction and Aims

The Batt C of E School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones and cameras in school for communication purposes and recording evidence, celebrating achievements etc., but are aware that casual or inappropriate use of mobile phones and cameras in the school could pose a risk to children. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices and cameras. Children love to see photographs of themselves and their friends; capturing special moments helps them to gain a sense of self and to recognise their place in the world. However we live in an age in which digital technology has vastly increased the use and potential misuse of photography.

### Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation: -

- Safeguarding and Child Protection Policy;
- E-Safety Policy;
- Acceptable Use Policy;
- Behaviour and Anti-Bullying Policies;
- Guidance on the Use of Photographic Images and Videos of Children in Schools, a hard copy of which is available in school, or can be viewed on the Oxfordshire Intranet.

### Personal Mobiles - Staff

- Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office;
- Staff should have their phones on silent or switched off and out of sight (eg in a drawer, handbag, locker) during class time;
- Mobile phones should not be used in a space where children are present (eg classroom, playground);
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present eg in office areas, staff room, empty classrooms, not corridors;
- It is advised that staff protect access to the functions of their phone;
- Should there be exceptional circumstances (eg acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call;
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads;
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.

### Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure that: -

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children);
- During school hours if staff need to make contact with parents whilst on school trips, all relevant communications should be made via the school office/office staff, unless in exceptional circumstances, eg medical emergency, during a residential trip etc.;
- Where parents are accompanying trips they are informed not to use their mobile phones for communication purposes (calls, text, email or social networking) during the trip or use their phone to take photographs of children.

### **Mobile Phones - Pupils**

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore: -

- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to be able to contact the parent after school, eg older children walking home unaccompanied: -
  - The parent must discuss the issue first with the Headteacher, either by letter or in person;
  - If agreed, the phone must be switched off first thing in the morning, handed into the child's class teacher and collected at the end of the day. (The phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day;
- Pupils are not permitted to have mobile phones on school trips.

Where mobile phones are used in or out of school to bully or intimidate others then the Headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site'.

### **Mobile Phones - Volunteers, Visitors, Governors and Contractors**

All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.

On arrival, such visitors will be informed of our expectations around the use of mobile phones.

### **Mobile Phones - Parents**

We request that parents do not use their mobile phones while on school premises. However, we do allow parents to photograph or video school events such as shows or sports day using their mobile phones – **but make it clear that parents take photographs for their own personal use only and do not publish images (eg on social networking sites) that include any children other than their own.** Please refer to Guidance on the Use of Photographic Images and Videos of Children in Schools.

### **Taking Photographs/Images of Children**

- We gain parents'/carers' consent to take photographs when the child joins our school;
- Photographs are only taken using school equipment, or under the Headteacher's discretion;
- Staff are not permitted to take photographs of children with personal mobile phone;
- Once the images have been used, they are stored on the school secure server or deleted.

### **Photographs or Videos at School Events**

Parents or carers are not covered by the Data Protection Act 2018 if they are taking photographs or making a video recording for their own private use, as this would require the consent of other

parents whose children may be captured on film. At the start of any performance or event, parents are reminded about their responsibility in relation to taking photographs or videos and that images taken are not to be shared on social media.

## Social Media

The use of social networking sites has risen significantly in recent years, and although there is increasing educational potential of social media, such as the use of blogs and wikis to improve writing, we are committed to educating and supporting our children and families about the misuse and safe use social media sites. Pupils need to be encouraged to consider the implications of uploading personal information and the relative ease of adding the information and the practical impossibility of removing it. Our E-Safety Policy aims to provide guidance for children and parents on keeping safe within social networking and personal publishing. Please refer to our Staff Acceptable Use Policy and Staff Code of Conduct for staff guidance.

## Identifying Children/Websites

Parents and Carers sign a consent form under the General Data Protection Regulations 2018 giving various permissions, including consenting to the use of photographs being used on the school website, appearing in videos of performances etc. Additional consent is obtained when children take part in sporting activities and on other occasions if photographs are going to be used to celebrate the event. If a child's image is to appear in a local press article, or other publicity material and their full name appears alongside the photograph, parents are asked for their consent.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used. Photographs are used throughout our school, but generally to capture a particular experience or something a child has achieved. In addition, we may use photographs for the following:

Photographs	Purpose
<b>Examples of children's learning and development</b>	To create displays that demonstrate children's learning. As evidence to go in Learning Journeys to share with parents and children. To evidence practical activities.
<b>Displays of Children's Work</b>	A record of ideas and reference for future use.
<b>Within the Classroom</b>	To demonstrate the range of activities provided.
<b>Big Books and Folders</b>	To evidence work of the school.
<b>Whole School or Class Films and Videos</b>	To share with children, parents and visitors.
<b>Special Events</b>	As a record and to show children and parents a range of experiences and opportunities; photographs may be posted on the school website.
<b>Photographs of Staff Interacting with Children</b>	To demonstrate good practice within school.
<b>School Visits</b>	To share with peers and family after the visit and to create an evidence base for learning outside the classroom.

## Dissemination

The Use of Mobile Phones and Cameras Policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website.

Date Written/Reviewed: November 2018

Date for next review: November 2020

Reviewed by: Chris Payne, Headteacher