



Mobile Phone and Camera Policy

Introduction and Aims:

At St David's Prep School, the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone and Camera Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication.

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.

This policy applies to all areas of the school including children in the Early Years Foundation Stage (EYFS)

Scope:

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, Wishford personnel, 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 Children Policy
- Anti-Bullying Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools (Appendix 1)
- KCSIE 2020

Code of Conduct:

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

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 (e.g. in a drawer, handbag or pocket) during class time.
- Staff teaching in the EYFS are not permitted their personal devices at any time and in addition they should be kept in a secure, locked area
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Head aware of this and can be given authorisation to 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. In exceptional circumstances and with the permission of the Head and with a risk assessment in place, staff can use their personal devices on school outings, but these are to be deleted immediately on the return to school in the presence of a member of SLT.
- Staff should report any usage of mobile devices that causes them concern to the Head.

Mobile Phones for work related purposes

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

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not be used to contact parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips, they are informed not to contact other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles – 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:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must discuss the issue first with their child's teacher.
 - the phone must be handed in, switched off, to the office first thing in the morning and collected from them by the child at home time (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.

If mobile phones are used in or out of school to bully or intimidate others, then the head teacher 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' - refer to [Anti-Bullying Policy](#).

Volunteers, Visitors, Governors and Contractors

All Volunteers, Visitors, Wishford personnel 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.

Parents

Parents are requested not to use their mobile phones while in school. Phones should be on silent and out of sight.

We do however allow parents to photograph or video school events such as shows or sports days using their mobile phones – **but insist that parents do not publish images (e.g. 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.

Dissemination

The mobile phone 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.

Appendix 1

Guidance on the Use of Photographic images and videos of Children in Schools

This appendix is updated regularly to reflect changes in safeguarding expectations and the Data Protection Act. Any problems in our school Can be avoided by everybody following this policy.

There are 2 main areas of concern:

1. Safeguarding concerns

- The potential for inappropriate use/adaptation of images for use on child pornographic websites.
- The possible identification of young people, especially where the photograph is accompanied by additional information.

2. Data Protection Concerns

- Whether taking photographs or videos of children in school by parents, staff or others could breach data protection regulations.

Data Protection Issues:

The question is often asked as to whether parents/carers can take photographs or make video recordings of nativity plays and similar school events.

Parents/carers are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised event.

Parents/carers are not permitted however to take photographs or to make a video recording for anything other than their own personal use. They would not, for example, be permitted to sell videos of a school event, (unless authorised/commissioned to do so by the Headteacher/Wishford Schools for the purpose of fundraising on behalf of the school and in a fashion that had already met the requirements for such sales). Recording and/or photographing other than for private use would require the consent of all the other parents/carers whose children may be included in the images. To make sales or pass copies on without this could be a breach of the Data Protection Act 1998.

It is for the school to decide whether to allow videos or photographs to be taken by parents/carers during the event. Where this has been the practice in the past, unless parents specifically object, we suggest it should be allowed to continue within the following guidelines.

When hosting an event where parents are permitted to take photographs or videos, it should be made clear from the start that any images taken must be for private use only and if they include others, they must not be put on the web/internet without their consent; otherwise Data Protection legislation may be contravened. Schools may wish to provide written guidance to parents beforehand and/or make an announcement at the start of the event.

Recommended Good Practice:

The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide many with much pleasure

Where the Act does apply, if the photographer asks for permission to take a photograph, this will usually be enough to ensure compliance;

- Photos taken for official school use may be covered by the Act and pupils and students should be advised why they are being taken.
- Photos taken purely for personal use are exempt from the Act.

Reviewed Nov 2019

Next review Nov 2021 or if statutory requirements change

Examples:

Personal Use:

A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.

Official School Use:

A small group of pupils are photographed during a science lesson and the photo is to be used in the school prospectus. This is unlikely to be personal data and the Act wouldn't apply.

Media Use:

A photograph is taken by the local newspaper of a school awards ceremony. This is unlikely to be covered by the Act. Even if it were covered, personal data processed for journalistic purposes are exempt from the main provisions of the Act. However, as there may be concerns in individual cases about pictures appearing in the press, it would be good practice for schools to advise people that the press will be attending certain events.

Safeguarding Concerns

Recording Images of Young People

There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on websites and other publications.

Therefore, the following guidelines are suggested:

- All young people featured in photographs/recordings must be appropriately dressed, a minimum of vest/shirt and shorts.
- The recording should ideally focus on the activity. Where possible, images of children/young people should be recorded in small groups (the group may comprise any combination of adults and children).
- Staff should be allowed to use video equipment as a legitimate learning aid and means of recording special occasions. However, care should be taken in the dissemination and storage of the material. Whenever possible school owned equipment will be used and not personal devices.
- Try to take photographs that represent the diverse range of youngsters participating safely in activities. This might include:
 - Boys and Girls
 - Young people from minority ethnic communities
 - A range of clothing, e.g. tracksuit/jogging trousers
 - Girls with hair covered – a baseball cap will do
 - Disabled people
 - Glasses – okay if not actually playing at the time
 - Shin pads must be on if they are recorded playing.
 - Jewellery should be off in all images.

Use of Photographic/Filming Equipment by Parents and Spectators

If parents or other spectators are intending to photograph or video at an event, they will also be made aware the expectations:

- Parents and spectators should be prepared to identify themselves, if requested, and state their purpose for photography/filming.
- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming, these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Event organisers should approach and challenge any person taking photographs who has not made his/herself known and/or registered with them. They might need to refer it to the local police force if this person continues to record images unauthorised.

Publishing Images of Young People

- If a photograph/recording is used, personal details of young people such as email address, home address and telephone numbers should not be revealed.
- Ask for parental/carers permission to use an image of young person. Parents/carers are aware of the way the image of their child is representing. Parents/carers have opportunity to opt out of this.
- Ask for the young person's permission to use their image. This ensures that they are aware of the way the image is to be used. A Parent/Guardian and Young Person Permission Form is the best way of achieving this.
- Where a story concerns an individual (e.g. their selection for county teams, triumph over adversity), particular attention should be paid to ensuring permission is gained from a parent/guardian and the young person to use a photograph/recording and relevant details.
- In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not permitted. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing).
- Think about the level of consideration that you give to the use of images in all publications, e.g. the processes used in choosing photographs for a publicity brochure for the school. Apply an increased level of consideration to the images of youngsters used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.

Summary

Protecting the welfare of young people is about putting in place the best possible practices and procedures; this will protect not only young people but also the adults involved.

Parental Consent

It is recommended that where a school is to permit photographs or videos of any school event or pupil that any images taken must be for personal use only. Any images must not be placed on the web/internet. Recording or photography other than for private use would require the consent of all the parents whose children may be included in the images.

As part of the acceptance pack completed before their child joins the school, parents must sign a consent form that either allows or prohibits their child being photographed by the school.
(See Appendix 2)

Appendix 2

USE OF IMAGES OF PUPILS BY THE SCHOOL

The children are wonderful ambassadors for St David's Prep. When we promote the school to prospective parents, having photographs which illustrate what cheerful and enthusiastic pupils we have, and the wide range of opportunities they enjoy, is invaluable. We also like to be able to share with you how much your child is getting out of life at school. The vast majority of parents are happy for us to take photographs and we never include a child's name and almost all the photographs we use are of groups of children rather than individuals unless authority is received from you.

Media uses, including photos of pupils at work or playing games, may include the school website, facebook, Instagram, twitter or as part of a school prospectus or magazine.

Please indicate below if you consent to your child's image being used in St David's Prep school media.

Yes I consent to my child's image being used in school media in the manner described.

You may withdraw consent at any time in the future, subject to the notice at the bottom of this form. If you object to such uses until further notice, please indicate below. In ensuring we respect your wishes, it will also assist us if you are able to give reasons.

OR:

No, I object to all non-essential uses of my child's image without specific consent.

Please give reasons (optional):

Please be aware that objecting to the above does not necessarily mean that the school will not continue to process images of your child that are either necessary for administration of the school or where the school requires it and is otherwise lawfully entitled to do so. It may not be possible to change printed publications, such as the school newsletter or prospectus, or third party publications (for example where we have placed an advert or provided an image to a newspaper). Please see our Privacy Notice for further details, or speak to the School Business Manager.

Signed by: _____

(signature)

(print name)

(date)

