



BRANWOOD  
PREPARATORY  
SCHOOL

## MOBILE PHONE AND CAMERA POLICY

<b>Version</b>	2 (Version 1 May 2013)	3			
<b>Policy Reviewed</b>	May 2017	May 2018			
<b>Policy Written by</b>	Mrs Follett (Head)	Mr Whittell (Head)			
<b>Policy seen by Governor on</b>  (date / signature)					
<b>Date of Next Review</b>	May 2018	May 2019			

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**

### **Rationale**

At Branwood we understand that the use of mobile phones, and other devices that have cameras, in childcare presents a number of problems including the potential for Child Protection issues. At Branwood we believe that we have a duty to protect children and staff from potential problems by implementing a strict policy relating to the use of mobile phones and other devices by staff.

There are many occasions on which it is a good thing to make use of photographs and video images that include children. This is perfectly proper and to be encouraged. However, our school will do all it can to ensure that images are used properly, and that, as in all matters, risks are minimised, and our children kept safe and secure, whether at school or elsewhere. The aim of this policy is to establish the right balance between the proper use of technology and the safety of our children at all times.

### **Data Protection Act**

Under the terms of the Data Protection Act 1998, all photographs and video images of children and staff alike are classified as personal data. This means that no image can be used for display or for school publicity etc., unless consent is given by or on behalf of the individual concerned.

### **Aims**

- Ensure that the achievements and activities of children in our school can be celebrated through photographs and visual records without in any way compromising their safety;
- To protect all children and staff from the potential dangers posed by mobile phones and cameras in school.
- To develop an awareness of how to keep safe using mobile phones and other devices.
- To ensure the happiness of the whole community.
- To adopt a strict procedure for staff use of mobile phones and other devices on the premises.
- Comply fully with the requirements of the Data Protection Act 1998.

### **Mobile Phones**

- At Branwood mobile phones and/or other devices brought onto the premises by staff should be stored in the lockers provided in the staff room.
- Mobile phones must be switched off and they should not be used to make or take personal calls during the working day.

- Staff should not leave the children during sessions to use their mobile phones.
- Staff may use the company phones if they wish by asking the office staff or Head directly.
- Under no circumstances does the school allow a member of staff to contact a current pupil or parent/carer using their personal device.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are not brought into any classroom at any time.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and only in the staff room.
- If staff have a personal emergency they are free to use the school's phone or make a personal call from their mobile in the staff room.
- Staff will need to ensure that the school has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- During group outings nominated staff will have access to the school's nominated mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Head.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).
- The Head or Deputy Head in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

### **Other Devices (i.e. iPads)**

- Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form for recording their progression. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only the school's iPads are to be used to take any photo within the setting or on outings.
- Images taken on the school iPads must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

- All staff are responsible for the location of their classroom's set of iPads.
- Under no circumstances must devices with a camera facility of any kind be taken into the bathrooms without prior consultation with the Head.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Head must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

### **Parental permission**

All parents and carers will be asked to sign a consent form allowing their child to be photographed or videoed while taking part in school activities, and for the image to be used within the school. This form will be given to the parents or guardians of all children joining the school at the start of each academic year, and will also be updated by existing Branwood parents at the start of each academic year. It allows the school to take pictures of pupils engaged in educational activities such as sports events, drama productions, field trips, etc., and to use these pictures internally. Non-return of the permission slip will be taken as an indication that consent is given. Where parents or carers do not give their consent, then the children concerned will not have pictures taken of them.

All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. Children will not be photographed in swimming costume. The school will do all it can to ensure that due sensitivity is shown in the choice and composition of these images.

Parents will always be advised in advance of a visit from the commercial photographer and invited to participate or withdraw their child from the activity.

### **School performances**

A selection of photographs will be taken by member(s) of staff during dress rehearsals of shows. These will then be available for parents to purchase. Parents are not discouraged from taking photographs or videos themselves, but are asked to do so sensitively and with due regard to other people watching the performance. If consent has not been given by a parent for their child to be either photographed or videoed then all parents will be asked to abstain from taking recordings of any kind. Staff will also ensure that those children will not be included in any form of photography taken during dress rehearsals.

### **The Internet**

Only appropriate images will be used on the school website, and children will not be identified by their full name or address on the school website.

### **Media publications**

Sometimes, local or national media visit the school to follow up a news story. This is often to do with a notable achievement by a child or a group of children from the school. For example, the netball team may have won a regional competition, or the school may have raised money for a charity whose representative

wants to receive the donation in person. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance, and allow them to withdraw their child from the event if they so wish. Newspapers normally ask for the names of the children to go alongside the photographs; first names only will be provided and parental consent sought. If parents withhold consent for a child's first name to appear in a caption, then the school will not permit the names of the children involved to be published.

### **Links to other policies**

The Mobile Phone and Camera Policy should be read in conjunction with other policies such as the Safeguarding and Bring Your Own Device Policies, depending upon the reason for referring to policies.

<b>Version</b>	<b>Date of Review</b>	<b>Reviewer</b>	<b>Changes made</b>
2	May 2017	Mrs Follett	Change to the lay out of the policy. Updates to include use of iPads.
3	May 2018	Mr Whittell	Change Headmistress to Head