



# Mobile Phone and Camera Policy

**Mobile Phone & Camera Policy  
(Including EYFS)**

**Policy Review Date:** Jan 2019

**Reviewed By:** V Ellsmoor & SLT

**Next Review:** January 2020 (or  
following incident, legislation or  
interim guidance)

## Distribution

Please note that 2 copies of this policy are printed as standard and distributed to the following areas:

- 1) Staff Room
- 2) School Office

This policy is also made available on the school website.

## Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
28/01/2019		Personal mobile phones should only be used in rooms where no children are present such as the staff room or outside the building (away from the children). They should only be used whilst staff are on breaks or outside of working hours on duty.	3
28/01/2019	<b>b) Use of personal mobile phones and cameras by parents/carers and visitors (including in EYFS)</b>	Personal mobile phones and cameras should only be used away from the children, off site or when supervised by a member of staff who will ensure that no photographs of children are taken.	3
28/01/2019	<b>b) Use of personal mobile phones and cameras by parents/carers and visitors (including in EYFS)</b>	Parents may take photographs of their own child/ren participating in concerts, plays, sports days and other authorised events.	3

Avalon school recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. However, safeguarding children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately; therefore all staff should adhere to the following policy in conjunction with the school's Acceptable use of IT policy and Safeguarding & Child Protection policy:

Staff are allowed to bring their own mobile devices into school but should not use them for personal matters when on duty.

Personal mobile phones should only be used in rooms where no children are present such as the staff room or outside the building (away from the children). They should only be used whilst staff are on breaks or outside of working hours on duty.

Staff on school trips may carry and use a mobile phone to seek assistance from colleagues or emergency services. They should always use the school phones where possible and seek permission from the SLT to use their own mobiles.

Staff, students, visitors or volunteers who ignore this policy may face disciplinary action. The main school telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.

In circumstances such as outings and off site visits, staff will agree with the Headteacher the appropriate use of personal mobile phones in the event of an emergency.

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Managing Allegations' process will be followed (see safeguarding policy).

#### **b) Use of personal mobile phones and cameras by parents/carers and visitors (including in EYFS)**

Personal mobile phones and cameras should only be used away from the children, off site or when supervised by a member of staff who will ensure that no photographs of children are taken.

The main school telephone number can be used for emergencies.

Parents may take photographs of their own child/ren participating in concerts, plays, sports days and other authorised events.

The school asks parents not to take photographs of other pupils on their own without the prior agreement of that child's parents. If it is impossible to avoid taking pictures or video of other's children due to the nature of the event, such images or video must not be loaded onto social media.

The school also asks parents not to take photographs of their child or his/her fellow pupils in the swimming pool or changing rooms.

Flash photography can disturb others in the audience or even cause distress for those with medical conditions; we therefore ask that it is not used at indoor events.

Parents are also reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts.

In circumstances where there is a suspicion that material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Managing Allegations' process will be followed (see safeguarding policy).

### **Use of School mobile phones, cameras and recording equipment (including in EYFS)**

Avalon provides school cameras and digital tablets and a mobile phone (as appropriate for residential visits or outings) for staff to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following applies:

Parental consent must always be obtained for each child for the use of cameras for appropriate purposes within the setting.

Cameras and recording equipment belonging to Avalon may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events. Images must be used in accordance with the Data Protection Act 1998. Photographs or video of children remain the property of the school setting and must be printed on site and not downloaded onto any computer or hand held portable device not under the direct control of the School.

It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases a Safeguarding Concern Form must be used.

The Avalon mobile is solely for the purpose of contacting or being contacted by parents/carers. They can also be taken off site in circumstances such as outings. This mobile does not have a camera facility.

In circumstances where there is a suspicion that the material on any of the Avalon mobile phones may be unsuitable and provide evidence relating to a criminal offence, the 'Managing Allegations' process will be followed (see safeguarding policy)

The Avalon mobile phone, digital tablets and cameras remain the property of the school at all times and should only be taken off of the premises for the purpose of having photographs produced for school use (with the exception of visits and outings).

### **Important points to consider:**

Parents are asked to give consent when their child enrolls at the school to use their child's image in publicity.

If consent is not given, ensure that all staff are aware and make every effort to comply sensitively. Be careful with inter-school events, it may be necessary to liaise with staff from the other school/s.

Try to only take photos of groups of children unless you specifically need to take a picture of an individual child.

Ensure that children are dressed appropriately and that images cannot be construed as provocative.

Where possible, do not use an image of a child who is no longer at the School

Use an image in the intended context only (as stated on the consent form) and do not use it to illustrate sensitive or negative issues.

Do not use images of a child who is considered vulnerable unless parents/carers have given specific written permission.

Regularly review stored images and delete unwanted material.

If consent is not given, ensure that all staff are aware and make every effort to comply sensitively. Be careful with inter-school events, it may be necessary to liaise with staff from the other school/s.

Allocate specific times during School outings and educational visits for photographs to be taken in the appropriate setting and areas.