



**SHERBORNE HOUSE  
SCHOOL**

## Mobile Phone and Camera Policy

This policy applies to all pupils in the school, including EYFS

Created	<b>July 2015</b>
Revised	<b>November 2016</b>
Date for revision	<b>July 2017</b>

## MOBILE PHONES AND CAMERAS POLICY

### 1. Use of Cameras and the manipulation and storage of images

In this policy terms such as ‘photography’, ‘pictures’, ‘images’, ‘camera’, ‘device’ and ‘digital technology’ include both still and video media. The term ‘camera’ includes mobile phones, iPad’s and other equipment which has the capacity to take photographs.

At Sherborne House School we recognise that the appropriate use of photography enhances many aspects of school life and the pupils’ education. Mobile phone technology has become more sophisticated over recent years and will continue to evolve. Wireless connections in particular, extend the capabilities of mobile phones further; which allow access to new content and services, such as the internet, social networking sites and instant messaging. Many mobile phones offer camera, video and audio recording as standard. Mobile phones, alongside other technologies aim to change the way we communicate. This speed of communication often provides security and reassurance; however, as with any other form of technology, there are associated risks.

This policy is intended to ensure an environment in which children, parents and staff are safe from images being recorded and inappropriately used by providing a clear framework to ensure that

- the use of cameras and the storage of images reflect good practice
- the safeguarding needs of the pupils are met
- staff are not distracted from their work with children.

The policy also recognises that learning to use digital technology is an important part of the ICT curriculum. Teaching needs to ensure that pupils are able to learn how to use digital cameras and to edit and store photographs with an understanding of safeguarding requirements, for themselves and others, which is appropriate for their age and taking due account of the cyber-bullying aspects of the school’s anti-bullying policy. Reference should also be made to the school’s E-Safety Policy and planning for the internet safety topic in the PSHE scheme of work.

Photography is used at the school for a variety of purposes, including:

- Recording pupils’ achievements, learning and progress.
- Contributing to each pupil’s Tapestry on line learning journal
- Providing evidence to support pupils’ application for entrance/scholarship to their future schools.
- Recording school events and providing material for displays.
- Communication with parents, for example to help reassure new parents or carers of young children that they have settled well into school life and provide prompt information on their children’s activities on residential trips.
- For publicity purposes (brochures, prospectus, media articles, website etc.) for both the school and Bellevue Education Group.
- To support work undertaken by members of staff or students on placements for training and gaining further qualifications.

On their child’s admission to the school, parents are asked to sign a consent form in relation to their child being photographed at school or during school events. The form provides for parents to give permission at different levels (for example to consent to their child being photographed to record achievement and progress, but not for publicity purposes).

Responses to the photography consent form are collated and the summary/analysis can be consulted at the school office/in the staff room/on the school’s management information system. It is important that

staff familiarise themselves with this information. If parents withhold consent for certain aspects of photography in relation to their child, this must be respected. Images should be checked to determine whether photographs have been taken which inadvertently include pupils for whom consent has not been given. If this is the case, images should be destroyed, cropped or otherwise edited to ensure that parental consent is respected. If an image is edited for this reason, the original must be destroyed.

Periodically, professional photographers visit the school by arrangement to take portrait photographs and formal pictures of sports teams etc. Care should be taken that parental consent is respected and also that parents have not unintentionally withheld consent regarding such photographs. Any areas of doubt should be discussed with the Head Teacher, who will arrange for parents to be contacted as appropriate. It is not compulsory for pupils to be included in portrait and team photography, nor is there any obligation on parents to purchase the resulting photographs.

From time to time a teacher, student or trainee teacher on placement may undertake a case study of a child, for example, as part of a training course to gain a qualification. In such situations, parental consent with regard to photography must be respected. Case studies will only be undertaken following prior written consent from the parent or carer and, except by prior arrangement between the Head Teacher and the parent/carer, the child's name will be changed in the case study to protect his or her identity.

Occasionally a photograph may be taken which inadvertently catches a pupil in an unfortunate, embarrassing or compromising position. If this is the case, the image and any copies of it must be destroyed immediately.

### **Photography by parents**

It is very difficult to police the use of cameras by parents, for example at prize-giving or on the touchline at sports fixtures. However, if members of staff have concerns about the suitability of photography by parents, they should consult the Designated Safeguarding Lead and/or the Head Teacher, who will consider the situation with reference to this policy and the school's safeguarding procedures and take appropriate action. Concerns will be taken seriously, logged and investigated appropriately.

The parents' handbook includes guidelines for parents on the use of photography at school events.

Any parent who works at the school, for example as a volunteer, must abide by this policy. The teacher responsible (for example the Trip Leader for an educational visit which uses parent volunteers) must ensure that the parents involved are aware of this policy and abide by it.

Sherborne House School endeavours to take a common sense approach to parents use of photography. It is important that the school ensures that children at the school are safe and that an individual's right to privacy is respected. Within this context, the school also understands that it is natural for parents to want to record their children's successes and special moments for family posterity. In order to strike an appropriate balance, the school asks that parents respect the following rules:

- No video to be taken without the express permission of the head
- Photographs may be taken for private, family use at designated school events only and at the locations designated for those events Photographs must not be taken in other parts of the school or at other times
- No child must feature in any photographs where parental consent has been withdrawn – the school holds a list of such pupils
- No child should be identifiable by name in photographs
- Photographs containing other people's children must not be posted on social networking sites or online
- Photographs must not embarrass the school or the children

### **Use of equipment**

Except with specific permission from the Head Teacher, staff may not use their own cameras, phones or other equipment to take pictures in school or at school events. A school camera is available in the school for this purpose. The school cameras are kept within year groups. Please ensure that batteries are recharged as appropriate for the next user. Users bringing personal devices in to the school must ensure there is no inappropriate or illegal content on the device. Staff must ensure that this policy is observed when using other equipment which can be used in connection with photographs (photocopier, scanner, printer, iPad's etc.)

### **Editing and storage of photographs**

All images taken by members of staff or volunteers at school or on school activities remain the property of the school. The school may require images to be deleted or edited as appropriate and may also select images taken by members of staff or volunteers for other purposes, with due attention paid to the requirements of this policy.

When editing images, staff must take due professional care and ensure that edited images do not mislead or misrepresent. Care must also be taken to ensure that images do not result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

Close attention must be paid to the storage of images, particularly whilst kept on portable media such as flash cards and memory sticks. Staff are responsible for the security of such media and the images they contain and must take all reasonable measures to ensure that they are kept safe and do not come into the possession of unauthorised people.

Images must at all times be kept on school equipment and storage media and not transferred to personal devices or internet storage facilities. **OR** Images must not be stored permanently on personal devices or storage media. Members of staff may transfer images to personal equipment for the purposes of sorting and editing but they must be transferred into the school's photograph archive and deleted from personal equipment at the earliest opportunity.

All images must be stored permanently only in the school's photograph archive on the school intranet (except where they form part of other approved school documentation, such as a record of achievement, display, brochure or official website), where they will be monitored by the Designated Safeguarding Lead and Head Teacher. Once sorted and edited, images must be transferred to the archive and deleted from other personal and school equipment and temporary storage media.

To maintain security and enable subsequent users to work effectively, images on flash cards and other portable media must be deleted once they have been transferred. Similarly, where cameras have the capacity to save images without the need for a removable card, these must be deleted after use.

Unless specific prior consent has been obtained, members of staff and volunteers must not post school images on personal pages of social networking sites or other websites. The use of images on the school's official Facebook page, website and other approved sites is carefully monitored by the Designated Safeguarding Lead to ensure that it is in line with this policy and parental consent. The age limit for having a Facebook account is 13 and other social networks have similar restrictions. However, parents do not always enforce these restrictions. Staff must be vigilant in respect of any inappropriate use by pupils of school images or their own photographs of school events on social networks and must report any concerns to the Designated Safeguarding Lead.

The Designated Safeguarding Lead is responsible for liaising with the chair of the parents' association (or other delegated member of the association) to ensure familiarity with this policy and that images used on the association's Facebook page and in newsletters and other literature and media abide by this policy and respect the levels of consent given by parents in respect of photography.

Final responsibility for the appropriate use of photography at school and in connection with school events rests with the Head Teacher and the DSL. They monitor school images and may require an image

to be deleted, edited or removed from a particular document, website etc. in accordance with the requirements of this policy.

The school assesses the risk of access to archived images by inappropriate individuals to be very low. Staff and volunteers must ensure that their use and storage of images maintains a similarly acceptable level of risk.

## **2. Use of mobile phones by members of staff and by volunteers in school**

Mobile phones provide many benefits to school life, notably in improving health and safety through better communication with staff in more remote parts of the school campus and on off-site visits. However, mobile phones, particularly those capable of taking pictures, also present a challenge to the school community to ensure that pupils are safeguarded in relation to the potential for improper use and also that their education is not impeded by the use of mobile phones at inappropriate times.

As a general rule, pupils are not allowed mobile phones in school. Under exceptional circumstances, permission may be given by the Head Teacher and pupils are required to hand their phone in to the office upon arrival and collect at the end of the day. Staff must be vigilant to ensure that the use of mobile phones, including their use by volunteers, visitors and pupils is always appropriate and that the safeguarding needs of the pupils are met. Any concerns should be discussed with the Head Teacher or Designated Safeguarding Lead. Concerns will be taken seriously, logged and investigated appropriately. Where a member of staff, visitor, volunteer or pupil has a mobile phone with the facility to take pictures, its use is subject to the policy on the use of cameras and the manipulation and storage of images, above.

- On arrival at school staff should switch their phones off to ensure that they do not adversely affect their duties at school and the pupils' education.
- In cases of emergency (for example a seriously ill relative) mobile phones should be left in the office, office staff should be alerted and the phone can be left switched on so that a message can be relayed.
- Staff may use their phone at break times and lunch time provided that (i) pupils are not present, (ii) they are not on duty and (iii) this does not prevent them from responding to a request for assistance from another member of staff or other aspects of their professional duties.
- The lead first aider, site manager and Head Teacher are exempt from the restrictions on the use of mobile phones whilst on duty so that they can be contacted at all times by the school office in case of emergency.
- For safeguarding reasons, school mobile phones are not equipped with cameras.
- School mobile phones are available from the school office. A school phone must be collected by members of staff engaged in particular school activities where it is important to maintain communication with the school office. These include:
  - Use of local offsite facilities – swimming pool, theatre, church,
  - Educational visits and away sports fixtures
  - Situations where, by prior arrangement with the Head Teacher, a single member of staff is directly responsible for a group of pupils and a second member of staff is “on call” nearby.
- School mobile phones should not be used for personal calls. After use they must be returned to the school office. Any problem with the phone should be reported as soon as possible.
- By arrangement with the Head Teacher, a member of staff's personal mobile phone may be designated as the means of communication for specific activities (ie those listed above). In such situations, it is expected that this policy will be observed in respect of personal use. The cost of calls made on school business will be reimbursed, provided that they can be identified on an itemised bill or otherwise.

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- The use of mobile phones by staff whilst on school duties must respect national legislation and common courtesies. For example, they must not be used whilst driving and should be switched to silent at events and venues where this is expected.
- The school assesses the risk to pupils through the improper use of mobile phones to be very low. Staff and volunteers must ensure that their use of mobiles phones maintains this level of risk.
- The use of personal devices in the EYFS setting is strictly forbidden - this includes on and off-site activities with children in the EYFS. School tablets are provided for EYFS staff to take photographs and video for use in the secure online learning journal Tapestry.