

# Bratton Primary School



# MOBILE PHONE & CAMERA POLICY

**For Staff, Visitors/Parents, Volunteers,  
Contractors and Pupils.**

2023-2024

# Mobile Phone & Camera Policy for staff, visitors/parents, volunteers, contractor and pupils

## Introduction

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

The aim of the Mobile Phone & Camera Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes Bratton Primary School staff, Governors, children, parents/carers, contractors and visitors.

## Camera Mobile Phones

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and/or distribution of e.g. Images of pupils/staff to other mobile phone users or email addresses or social media resulting in bullying or harassment.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

## Parent, Visitors or Volunteers, Contractor Policy

Adults either in school, on the school grounds e.g. the playground, or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures, videos or recordings of pupils, parents, staff or members of the school community unless it is at a public event with specific permission from the headteacher, such as, Sports day, Assemblies or the Christmas performances and only of their own children. Parents are reminded to not add photos of a group of pupils onto any social media sites. Parents are not allowed to take their mobile phones on school trips

Parents/adults, visitors, contractors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. The exception to this rule is when a contractor needs to access external technical support. However, phone use will be limited in these situations. Parents/adults, visitors, contractors or volunteers can use their mobiles to make calls and accept calls during their breaks but personal cameras and mobile phone cameras should never be used to take pictures of children.

If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not take their own mobile phones.

## Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school once they are older, Bratton Primary School discourages pupils bringing mobile phones until this time. We do not deem it appropriate or advisable for infant children to have a mobile phone in school.

## Staff policy

Staff use of mobile phones during their working day should be:

- outside of their directed, working time
- discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be turned to silent or switched off and stored in a safe place during lesson times e.g. handbags/cupboards/office drawers and not seen on tables, cupboards or desks. They should not be seen in staff pockets or on their person as this may be seen as intent to use.

There may be an exceptional circumstance where it may be necessary to have access to a mobile phone but this will need prior agreement by the Headteacher or Deputy Headteacher in their absence.

The school cannot take responsibility for items that are lost or stolen. Head Teacher, Deputy Head, Inclusion Manager and Admin Officer mobiles are visible on desks in case of emergency and/or work use.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents.

During the pandemic 2020-21 teachers needed to use their own phone to contact parents on occasion as a result of working from home. In these instances 141 was always used to disguise the teacher's number. This is not necessary unless in lockdown.

If a member of staff needs to make telephone contact with a pupil/parent, they should use the school telephone in the office, staffroom or via the school mobile phone.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. If this happened this should be reported to the Headteachers or Deputy Designated Safeguarding Leads following safeguarding procedures and the school code of conduct.

With regard to camera phones, a member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils. This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy and the school Code of Conduct is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

This policy will be reviewed as required but at least annually.