



**ODST**  
Oxford Diocesan  
Schools Trust

# **Bampton CE Primary School and Nursery**

*Learning together with Respect, Friendship and Perseverance*



## ***School Vision Statement***

*We endeavour to enable all individuals in our school community to learn together, grow in respect, tolerance and understanding of the world in which we live and embrace Christian values, to be the best that we can be.*

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|---|---------------------------------------|
| <b>Title of Policy</b>                    | <b>Mobile Phone and Camera Policy</b> |
| <b>Date Adopted by the Governing Body</b> | <b>June 2020</b>                      |
| <b>Review Date</b>                        | <b>June 2022</b>                      |
| <b>Signed by the Chair of Governors</b>   |                                       |

***Our Christian vision for Bampton CE Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. Guided by our Christian values, we are driven by our desire to offer the best possible education for our pupils in partnership with parents, ODST, Burford Partnership of schools, the Church and the local community.***

This policy addresses the two main areas of concern;

1. Data Protection Concerns

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

2. Safeguarding Concerns

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

### **Introduction**

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, ipads and other equipment which has the capacity to take photographs.

At Bampton CE Primary 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 and Data Protection needs of the pupils are met
- staff are not distracted from their work with children.

As with online safety issues generally, risks to children and young people should be broadly categorised under the headings of:

- Content
- Contact
- Conduct
- Commerce

These issues are to be managed by reducing availability, restricting access and increasing resilience.

This philosophy should be applied to the use of mobile phones/cameras through this policy.

Acceptable use and management of mobile phones/cameras is therefore to be agreed by all service users. There is to be a clear expectation that the personal use of mobile phones is to be limited to specific times and uses and agreed with the designated person for safeguarding/child protection manager. Safe and secure storage facilities are to be made available to store personal belongings as necessary.

Under no circumstances are images, video or audio recordings to be made without prior explicit consent by the designated person for safeguarding/child protection or manager.

This policy also recognises that learning to use digital technology is an important part of the Computing 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.

### **Aim**

The aim of the Mobile Phone/Camera Policy is to protect children and young people from harm, by ensuring the appropriate management and use of mobile phones/cameras by all individuals who come into contact with the setting.

Children and young people are also to be empowered with the skills to manage the changes in technology in a safe and appropriate way; and to be alert to the potential risks of such use.

This is to be achieved through balancing protection and potential misuse. It is therefore to be recognised that alongside the potential risks, mobile phones/cameras continue to be effective communication tools. This in turn is to contribute to safeguarding practice and protection. There is no requirement or need to automatically ban the use of mobile phones or cameras in any setting.

### **Scope**

The Mobile Phone/Camera Policy will apply to all individuals who are to have access to and/or users of personal and/or work-related mobile phones within the broadest context of the setting environment. This will include children and young people, parents and carers, early year's practitioners and their managers, volunteers, students, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.

### **Policy Statement**

It is to be recognised that it is the enhanced functions of many mobile phones that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse are to include the taking and distribution of indecent images, exploitation and bullying.

It must be understood that should mobile phones be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children and young people, so the needs or vulnerabilities of all must be respected and protected.

Mobile phones and cameras will also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others.

It will often be very difficult to detect when mobile phones/cameras are present or being used. The use of all mobile phones/cameras needs to be effectively managed to ensure the potential for misuse is to be minimised.

Designated 'mobile/camera free' areas should be identified within the setting and signs to this effect are to be displayed throughout. The areas which should be considered most vulnerable include;

- Sleep areas
- Changing areas
- Toilets
- Bathrooms

### **Code of conduct**

A code of conduct should be promoted with the aim of creating an informed workforce who will work together to safeguard and promote positive outcomes for the children and young people in their care.

It is to be ensured that all practitioners and their managers will:

- Be aware of the need to protect children from harm.
- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Be vigilant and alert to potential warning signs of misuse.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Be responsible for the self-moderation of their own behaviours.
- Be aware of the importance of reporting concerns immediately.

It is to be recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others are counterproductive and should be avoided. Such imposition will lead to a culture of suspicion, uncertainty and secrecy. An agreement of trust is therefore to be promoted regarding the carrying and use of mobile phones in the early years setting. This is to be agreed by all service users, including all children, young people and adults who are to come into contact with the early years setting.

### **Procedures**

Clearly defined policies and procedures will aim to ensure effective safeguarding practices are in place to protect children from harm and exposure to behaviours associated with misuse. The need to ensure mobile phones will not cause unnecessary and/or unsafe disruptions and distractions in the workplace are also to be considered.

Acceptable use and management of mobile phones is to be agreed by all service users. There is to be a clear expectation, for example, that all personal use of mobile phones is to be limited to allocated lunch and/or tea breaks, unless it is to be otherwise agreed by the designated person for safeguarding/child protection. Such authorised use is to be monitored and recorded. Safe and secure storage facilities are to be made available to store personal belongings as necessary.

The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided; except where it is explicitly agreed by the manager or designated person for safeguarding/child protection. Such authorised use is to be monitored and recorded.

All mobile phone/camera use is to be open to scrutiny and the designated person for safeguarding/child protection or manager should be able to withdraw or restrict authorisation for use at any time if necessary.

Practitioners and their managers are to be directed not to use their own personal mobile phones for contacting children and young people, parents and carers. If it is necessary, it must be with the explicit consent of both the designated person for safeguarding/child protection or the setting manager and the parent or carer; unless it is considered an emergency. Care is to be taken to ensure that work mobiles are not to be exploited in a similar way.

All service users, including parents, carers, visitors and contractors should be respectfully advised that their mobile phones/cameras are not to be used in designated mobile phone/camera use free areas. Should it be considered necessary for mobile phone calls and/or texts to be taken or made, efforts should be made to avoid any unnecessary disturbance or disruption to children and young people. Areas in our school where mobile phones may be used are: Staff room, offices, classrooms (only before and after school day hours), Car Park. Mobile phones are not to be used in the general school buildings or on the playground/general site.

Children and young people are not allowed mobile phones in school.

No images, video or audio recordings are to be made without prior explicit written consent by the designated person for safeguarding/child protection/the manager.

All individuals who are to bring personal devices into the early years setting must ensure that they hold no inappropriate or illegal content.

### **Driving**

Practitioners and their managers who will be required to drive on behalf of the setting must ensure any work/and or personal mobile phones are to be switched off whilst driving.

Under no circumstances, when driving on behalf of the organisation, should practitioners or their managers make or take a phone call, text or use the enhanced functions of a mobile phone. This should also apply to the use of hands-free and wireless connections, which should be considered a distraction rather than a safer alternative.

### **Safe Storage**

A designated safe and secure area is to be made available to practitioners and their managers for the storage of personal belongings during the working day.

Practitioners and their managers should recognise that they are to leave any belongings in such storage areas at their own risk. It is recommended that should mobile phones/cameras be stored, they are to be securely marked, password protected and insured. No liability for loss and/or damage can be accepted.

### **Emergency Contact**

It is to be recognised that mobile phones provide direct contact to others, and will often provide necessary reassurances due to their ease of access, particularly at difficult times. Agreed acceptable use of mobile phones is to therefore be promoted. This is to afford practitioners and their manager's peace of mind, by reducing stress and worry and is therefore to allow them to concentrate more fully on their work. Such use must be subject to management, monitoring and review.

It is to be ensured that the landline telephone remains connected and operational at all times except in circumstances beyond reasonable control. This means that the landline is to be available for emergency/urgent contact at all times.

The reliance on an answer phone is to be avoided unless the setting is closed or where children are to be taken off the premises for a trip or outing. Any answer phone is to be checked promptly on return to the setting.

### **Use of Photographs and videos in school**

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

- Recording pupils' achievements, learning and progress, providing evidence to support EYFS milestones in the early years learning journeys
- 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.)
- 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. Responses to the photography consent form are collated and all staff are made aware of the results. 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. Parent must inform the school if they wish to change their permission status.

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 headteacher, 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 headteacher and the parent/carers, 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.

### **Photograph and videos by parents**

At the beginning of special assemblies/events and performances visitors will be reminded that any photographs or videos they take must be for personal use only. Prior to the event starting any parents or carers wishing to take photographs or videos will be asked to sign an agreement form consenting to only using the images for personal use. Under no circumstances should any photographs taken of children at Bampton CE Primary School and Nursery be posted onto the internet, including any social networking site, without specific permission from parents/carers of the children in the photograph or video.

If member of staff has concerns about the suitability of photography by parents, they should consult the headteacher, 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.

Any parent who works or volunteers at the school 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.

It is not possible for school to take responsibility for monitoring photography/videoing by parents or members of the public during events taking place on the school premises at weekends or during the school holidays which are open to members of the public.