

**St Kenelm's  
C of E Primary School**



**Mobile Phone, Photography  
and Video Policy  
November 2022**

**Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating**

## Our Vision, Values and Ethos

### Our Vision

# Nurturing each and all. Guiding, Trusting, Inspiring and Celebrating.

(The Parable of the Lost Sheep, Matthew 18. 10-14)

*Our vision is to celebrate and support all individuals on their life journey within a Christian ethos. We aim to provide a nurturing environment inspiring all to achieve their full potential and flourish through personal discovery within a caring, trusting community.*

### Our Values

*Respect, Honesty, Friendship, Compassion, Thankfulness & Wisdom.*

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values and to develop their capacity to be active and effective citizens.

### Our Ethos

St Kenelm's School demonstrates the major Christian values in the ways children are cared for and in the care and respect the children are expected to show towards all other people, the world beyond the school and their immediate surroundings. As a school, we celebrate the diversity of the wider community and are committed to the principles of inclusion and equal opportunity.

Being kind, helpful and tolerant to each other in line with New Testament teaching underpins the school's ethos.

Following Jesus, our Good Shepherd, our hope is that children will grow into good shepherds themselves; treating each other with love, kindness, care and respect, as they would want to be treated themselves.

## Statement of intent

At St Kenelm's C of E Primary School, the welfare and safeguarding of our pupils is paramount. The aim of the Mobile Phone, Photography and Video Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is recognised that it is the enhanced functions to ALL mobile communication devices. The aim of the policy is to protect children from harm by ensuring the appropriate management and use of mobile phones/cameras/videos by all individuals who come into contact with the setting.

St. Kenelm's School works with children and families as part of its activities.

## Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding and Child Protection Policy
- Positive Behaviour and Anti-Bullying Policies
- Staff Code of Conduct
- Social Media Policy

## We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- The welfare of the children and young people taking part in our activities is paramount
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online.

## We will seek to keep children and young people safe by:

- Always asking for written consent from the parents or carers before taking and using a child's image
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published

- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)

Reducing the risk of images being copied and used inappropriately by:

- Only using images of children in appropriate clothing (including safety wear if necessary)
- Avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- Using images that positively reflect young people's involvement in the activity.
- We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### Code of Conduct

A code of conduct is promoted with the aim of creating an informed workforce who will work together to safeguard and promote positive outcomes for children in their care. It is to be ensured that all staff 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 signs of misuse.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users.

### Personal Mobiles – Staff

- Staff are not permitted to make/receive calls/texts during contact time with children.
- Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag during class time).
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).

- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas and staff room during breaks and lunchtimes.
- It is also advised that staff security protect access to functions on their phone.
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone accessible in case of having to receive an emergency call.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher.
- Staff should not use their personal phones to make contact with parents/carers. If it is necessary, it must be with the explicit consent of the designated lead for safeguarding or the Headteacher, unless it is considered an emergency.

### **Use of Cameras and video – Staff**

- Staff are not, at any time, permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or to take or share images.
- Staff should not use their personal cameras to take photographs including children in school.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and iPads.
- Photographs should be downloaded from school equipment as soon as possible to the secure school network.
- No photographs should be taken of children, unless parents/carers have given permission to do so (see Guidance on the Use of Photographic Images and Videos of Children in Schools).

### **Mobile Phones for work related purposes**

We recognise that mobile phones provide a useful means of communication during off-site activities. They provide:

- An effective communication tool enabling text, email messages and calls to be made and received.
- An essential part of the emergency toolkit and risk management which is taken on short trips and visits.
- A back-up facility should landline facilities be unavailable or where contact needs to be made outside of school hours.

The school has a mobile phone for use on school trips where required. This is stored securely in the school office and must be signed out before a school trip and signed in on return. However, staff should ensure that:-

- During school hours, if staff need to make contact with parents whilst on school trips, all relevant communications should be made via the School Office.
- Personal calls are not made using the school mobile phone, other than in agreed circumstances such as an emergency.
- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

### **Personal Mobiles – Pupils**

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others therefore we do not permit children to have mobile phones in school.

- Mobile phones brought to school will be confiscated and returned at the end of the day.
- Pupils are not permitted to have mobile phones on school trips

### **Volunteers, Visitors, Governors and Contractors**

All volunteers, visitors, governors and contractors are expected to follow this policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

### **Parents**

While we would prefer parents not to use their mobile phones while on school premises, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication.

We, therefore, ask that parents' usage of mobile phones, whilst on the school site, is courteous and appropriate to the school environment. The school has a duty to safeguard children and inappropriate use of mobile phones on the school site will be taken very seriously.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones, video and cameras – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own. Please refer to our Social Media policy.

### **Dissemination**

The mobile phone, photography and video policy will be shared with staff and volunteers as part of their induction and on an annual basis as part of safeguarding training. It will also be available to parents via the school website.

### **Monitoring and Evaluation**

The Headteacher will monitor the effectiveness of this policy and report to governors as part of the annual safeguarding audit and report.

Date Reviewed: November 2022

Next Review Date: November 2024

Signed.....  
Chair of Governors