



# Mobile Phone and Photograph Policy

This policy has been subject to an Equality Impact Assessment by:

Author/Reviewer: Sarah Rule

SLT/EET: Sarah Rule/Allan Fishpool/Claire English

Governors/Trustees: Anthony Senior

Could/does the policy or procedure have a negative impact on one or more of the groups of people covered by the protected characteristics of equality? If so, how can this be changed or modified to minimise or justify the impact? no

Could/does the policy have the potential to create a positive impact on equality by reducing and removing inequalities and barriers that already exist? If so, how can these be maximised? no

## **1. The Purpose and Importance of Mobile Phone and Photograph Policy**

Errington Primary School recognises that for the safety of children in our care we are a no mobile phone site when children are in the building.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones around children
- The inappropriate use of mobile phones

## **2. Ensuring The Safe And Appropriate Use Of Mobile Phones By Staff**

Staff have mobile phones for their own personal use. However mobile phones must:

- Be kept in locked cupboards or drawers
- Not be used at any time other than before, after school or break times
- Only be used when children are not present

If staff fail to follow this guidance, disciplinary action will be taken in accordance with the staff contracts. Staff must ensure that there is no inappropriate or illegal content on the device. School phones (landline and mobile) must be used for all school purposes including emergency calls. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only with approved telephones. **Mobile phone technology may not be used to take photographs.** There are digital cameras and I-Pads available and only these should be used to record visual information within the consent criteria guidelines of the local authority and the schools.

## **3. Ensuring The Safe And Appropriate Use Of Mobile Phones By Children**

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances about which the school has been informed. In such circumstances, the child's mobile phone must be kept in the school office. Mobile phones are not permitted on school trips or school journeys.

## **4. Ensuring the Safe and Appropriate Use of Mobile Phones for Volunteers and Visitors**

Upon their initial visit volunteers and visitors are given information regarding the use of mobile phones in school (See staff guidance). If they wish to make or take an emergency call they may use the school's telephone. Volunteers or visitors are not permitted to take photographs or recordings of the children on their mobile phones.

## **5. Ensuring the Safe and Appropriate Use of Mobile Phones for Parents / Carers**

Parents and carers are not permitted to use their mobile phone for recording videos or taking photographs in any situation. If photographs are to be taken in assemblies or performances then staff will take the picture using a camera or ensure that the child is taken to a side by parents so that the picture (taken by camera) only contains the child of the parent in question. All parents are asked for signed permission for this to occur when their child starts school. On each occasion parents are reminded that under our internet safety policy (which they have signed) no photos should be used for any public use or posted on any social media site.

## **6. Photograph safety**

Photographs should be taken by school staff only when children are in the building and during any assemblies or learning afternoons. The safeguarding of all children is paramount at Errington. Some parents have requested that we do not take pictures of their child/ren and we need to ensure the safety of every child in our care.

## **7. Events at School**

During events such as:

**Special People Celebration**

**Christmas Performances (Plays)**

**End of Year Performances e.g. Year 6 assembly and productions**

**Sports Days**

We shall ensure that a form is provided as a disclaimer. Pictures should be taken by cameras and not mobile phones. You will need to speak to the class teacher to make sure that you do not have any children in pictures, who are unable to have their photograph taken.

You will need to agree that these will not be placed on Face Book or any other social media sites.

We appreciate that as a parent you will want to capture special moments at school and hope that you respect our terms and conditions to keep all children safe.

Thank you for taking the time to read our policy and supporting our school.

Dated: Oct 2021

*Please sign the attached form and return to school to state that you have read and understood our school policy, terms and conditions.*

## **Rolling Photo Permission**

## **Academic Year 2023/2024**

At Errington we like to capture the learning of our children as much as possible and we would like your permission to place photographs of your child in the following:

- Weekly Newsletters

- Webpage <https://www.erringtonprimary.co.uk/>
- Local Newspaper for reports and events happening in school
- Parents taking pictures during special events (Special people celebrations, sports day, performances at Christmas) using cameras only and signing a disclaimer not to place on any social media site

After reading the policy, terms and conditions, please could you sign below to give permission for us to use your child's photograph in these situations, and return to school as soon as possible.

If you are not in agreement to your child being present in any photograph then please state below and will ensure that this does not happen.

Yours Sincerely

S. Rule

Head Teacher

## **Rolling Photo Permission - Academic Year 2023/2024**

**Please fill in and return to school as soon as possible.**

- ☐ I /We give permission for our child/children's picture to be placed weekly newsletters
- ☐ I /We give permission for our child/children's picture to be placed on the school website
- ☐ I /We give permission for our child/children's picture to be placed on the school social media (Facebook or Twitter)
- ☐ I /We give permission for our child/children's picture to be placed in local newspapers
- ☐ I/We give permission for our child to have pictures taken during special events (Special people celebrations, sports day and performances at Christmas) and understand these could be taken by staff and parents using cameras only

Tick if you agree to the above

Cross if you do not agree to the above

I/We have read and understand the policy, terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Child's/Children's name(s) \_\_\_\_\_

<b>Date of Approval/Revision</b>	December 2023
<b>Review interval (years)</b>	3 yearly
<b>Responsible Officer</b>	Sarah Rule
<b>Approval/review body (ies)</b>	Extended Executive Team/Trust Board
<b>Date of next review</b>	December 2026
<b>Public File location</b>	Errington website