



## **Mobile Phone and Camera Policy**

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|----------------------|------------|---------------|
| Policy owner         | HR Manager | March 2022    |
| Formally endorsed by | Trustees   | March 2022    |
| Review date          |            | February 2024 |

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### 1. Introduction and aims

At St Paul's Steiner School we recognise that cameras and mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible camera and phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

### 2. Roles and responsibilities

#### 2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher and DSL is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

#### 2.2 Trustees

The Trustee Board is responsible for ensuring the policy is in place and endorsing the policy after each review.

### **3. Use of mobile phones by staff**

#### **3.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) and visitors are not permitted to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room or an office).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number 0207 226 4454 as a point of emergency contact.

#### **3.2 Data protection**

Staff must use care when using their personal mobile phones to process personal data, or any other confidential school information like emails.

Please refer to the school's data protection policy and Online Policy acceptable use appendix.

#### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Please refer to the following Policies: Social Media, Staff Code of Conduct

Staff should not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. Except in very exceptional circumstances when permission from a senior leader must be sought and granted in advance and the image erased as soon as possible.

Staff may at times be required to use their mobile phone to access certain website due the security for example CPOMS.

#### **3.4 Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Accessing CPOMS

The school will endeavour to provide a school mobile for off-site visits.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil except in very exceptional circumstances when permission from a senior leader must be sought and granted in advance and the image erased as soon as possible.
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office or class emails. If staff must contact a parent in an

emergency using their personal mobile, they must make their number private before dialling for example, by dialling '141' before the parent's number.

### **3.5 Phones for Educational Visits**

At times, a mobile phone maybe provided for visits off-site, only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

### **3.6 Sanctions**

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

## **4. Use of mobile phones by pupils**

- Phones are to be brought into school only when absolutely necessary. We strongly advice that phones do not have access to the internet and that smart phones are kept for when the children graduate after class VIII. Multimedia wrist watches (fit bits) are not allowed on school premises.
- We have a no mobile phone policy for Classes I-III
- In Classes IV – VIII mobile phones should not have access to the internet
- Parents must inform the School Office when their child begins to bring their mobile phone to school.
- Pupils of Classes IV to VIII will hand in any phones to the school office at the beginning of the day. These will be placed in a lockable box kept in the school office and returned at home time.
- Any child found to be using his/her phone during school time or on school premises (including the gardens or courtyard) will have the phone confiscated and kept in the office until it is collected by their parents/carer.

At times for some lessons like Photography, Class VIII pupils maybe allowed, under the supervision of the Teacher, to use their mobile phones. Pupils must adhere to the school's Mobile Phone policy in these instances.

### **4.1 Sanctions**

Any form of misuse of a mobile phone will be dealt with as a serious breach of the policy and will be dealt with in line with the Behaviour and Anti-Bullying Policy. This applies to the misuse of both non-smart phones for which written permission has been given and/or non-permissible smartphones which are brought into school without permission. The following are examples of misuse (the list is not exhaustive). 'Misuse' will be at the discretion of the Headteacher:

- sending inappropriate messages
- sending inappropriate messages or posts to social networking or blogging sites
- taking photographs and/or videos in school
- photographing or filming staff or other students without their knowledge or permission
- photographing or filming in toilets, changing rooms and similar areas
- bullying, harassing, humiliating or intimidating staff or students by the use of text, email or multimedia messaging

- refusing to switch a phone off or hand over the phone at the request of a member of staff
- using the mobile phone outside school hours to intimidate or upset staff and students will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time
- using a mobile phone outside school hours in such a way that it undermines the stability of the school and compromises its ability to fulfil the stated aim of providing 'a clear moral and ethical lead'
- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- bullying by text, image and email messaging
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other students
- general disruption to learning caused by students accessing phones in lessons  
students phoning parents

If a breach occurs, the school will confiscate the phone from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)). If a phone is confiscated, only a parent or carer is allowed to collect the phone. The time for collection will depend on the incident and a meeting will be held with the parent and pupil.

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows us to search a pupil's phone if we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

## **5. Use of mobile phones by parents, volunteers and visitors**

Parents, visitors and volunteers (including trustees and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents, visitors and volunteers are expected to read our policies and comply.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents

- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

## **6. Loss, theft or damage**

Pupils bringing phones to school must ensure that phones stored in the phone boxes in the reception area.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in the school's safe in the Administration Manager's office. Lost phones should be returned to the school office. The school will then attempt to contact the owner.

## **7. Early Years Policy – Kindergarten**

This area of the policy outlines the protocols for the use of personal mobile phones/devices and cameras in our EY setting in accordance with the safe guarding and welfare requirements, page 21, paragraph 3.4 of the Statutory Framework for the EYFS 2021.

Most Kindergarten staff members have smart mobile phones. We expect for all Kindergarten staff to behave in a responsible and professional manner with regards to the use of mobile phones in the school and to comply with this policy.

- Use of personal mobile phones is not permitted during Kindergarten hours.
- This policy is shared with visitors and volunteers. The teacher is responsible for ensuring mobile phones are stored away from the children.
- Mobile phones must never be taken into children's toilets.
- Kindergarten children are not permitted to have mobile phones.
- Staff can use their personal mobile phone during breaks and away from the children.
- Staff are required to take their personal mobile phones for school walks and only to be used in case of an emergency.

### **Use of cameras**

Photographs and videoing of the children can only be taken for the purpose of recording a child or group of children participating in activities, celebrating their achievements or recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Personal photographic equipment, including mobile phones, are not allowed to be used. Except in very exceptional circumstances when permission from a senior leader must be sought and granted in advance and the image erased as soon as possible.
- Only a designated school camera and a member of staff and/or photographer can be used to take photos of children in the Kindergarten, Festivals or outings.
- All images taken with the school camera must be downloaded to the designated photo file.
- All images should be printed on the allocated school printer unless otherwise agreed.
- Images of children must be deemed suitable without putting the child/children in a compromising position that could cause embarrassment or distress.
- Under no circumstances must cameras of any kind be taken into the children's toilets.

- School camera and other recording devices must be securely stored away at the end of their use.
- Parental permission for taking photos of their child will be secured before the child begins Kindergarten. This will include general permission for photo use on the school's website.

## **8 Missing school mobile phone or camera**

When a camera goes missing or is lost, the DSL and Headteacher must be informed immediately.

## **9 Monitoring and review**

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

## 10. Appendix 1: Code of conduct/acceptable use agreement for pupils

### Code of conduct/acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

## 11. Appendix 2: Permission form for pupils to use mobile phones during lessons

| PUPIL AND LESSON DETAILS |  |
|--------------------------|--|
| <b>Pupil name:</b>       |  |
| <b>Date:</b>             |  |

PUPIL AND LESSON DETAILS

**Class/lesson details:**

PURPOSE

Teachers should fill out this box explaining how the phones will be used during the lesson

**Pupil agreement**

I understand that I am being allowed to use my phone during lesson time as part of an educational or class activity.

I will not use my phone for any other purpose than the one listed above. If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.

I understand that the school's code of conduct/ acceptable use agreement on the use of mobile phones still applies.

Pupil signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

**10. Appendix 3: Permission form allowing a pupil to bring their phone to school**

| PUPIL DETAILS             |  |
|---------------------------|--|
| <b>Pupil name:</b>        |  |
| <b>Year group/class:</b>  |  |
| <b>Parent(s) name(s):</b> |  |

The school has agreed to allow .....to bring a mobile phone to school because:

- Travels to and from school alone
- Is a young carer
- Is attending a school trip or residential where use of mobile phones will be allowed
- Needs the phone for an educational activity during class time
- Attends before or after-school where a mobile phone is required for the activity, or to contact parents

Pupils who bring a mobile phone to school must abide by the school’s policy on the use of mobile phones, and its code of conduct/acceptable use agreement.

The school reserves the right revoke permission if pupils don’t abide by the policy.

Parent signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

| FOR SCHOOL USE ONLY   |  |
|-----------------------|--|
| <b>Authorised by:</b> |  |
| <b>Date:</b>          |  |

## **11. Appendix 4: Template mobile phone information slip for visitors**

### **Use of mobile phones in our school**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to [insert location]
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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### **Use of mobile phones in our school**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to [insert location]
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone and camera policy is available from the website.

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### **Use of mobile phones in our school**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to [insert location]
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available on the website