



USE OF MOBILE PHONES & CAMERAS POLICY

LAST REVIEW

March 2025

REVIEW PERIOD

Annually

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Contents

1. Procedure on the use of mobile phone and cameras.....	2
2. Educational Trips.....	2
3. Pupils.....	3
4. Visitors.....	3
5. Parents & Carers.....	3
6. Enrichment Curriculum.....	4
7. School Trips.....	4

1. Procedure on the use of mobile phone and cameras

In order to protect children and to protect staff from allegations of abuse the academy has developed the following policy and procedure in relation to mobile phones and cameras.

- Staff may bring a mobile phone on site but it must be turned off or put on silent during Academy hours.
- Staff must keep their phone in a safe location (locked cupboard, locker or drawer) whilst on site. SLT members with work phones are able to carry phones with them so they are contactable.
- Staff may not use or check their phone during pupil contact time unless it is an SLT phone.
- Staff may only use their mobile phone at break times in adult only locations when no children are present.
- Mobile phones and/or cameras should not be used to take photographs or video images in and/or on Academy trips.
- Staff should inform their personal contacts that they may be contacted via the Academy phone number but this should only be for important/urgent reasons. All contacts whilst at work should be via the office on the Academy phone number.
- If an urgent/emergency call is expected then the member of staff should inform the office and request that in the event of an expected call coming in they will be informed and released to take the call without delay.

2. Educational Trips

Mobile phones are provided with the exception of trips off site, when the visit leader and supporting staff are asked to bring their mobile, no mobiles are used as part of an employee's role. There is an Academy mobile that is kept securely in the office and is used for off-site events.

3. Pupils

All pupils are required to hand over mobile phones into the safekeeping of the academy whilst on site. With the exception of authorisation from SLT when a student requires a mobile phone as part of their personal strategy (EHCP related), any misuse of this privilege will result in the phone being confiscated.

4. Visitors

Visitors are made aware through an induction process of the need to turn off and not use mobile phone whilst on site, including used to take photos.

Sutton House Academy follows the LA guidance 'Safer use of Images'.

5. Parents & Carers

We request that parents and carers do not video or photograph during events but at the end of an event, such as a special assembly or concert there are photo opportunities made where those children at risk are sensitively removed prior to photos being taken. Parents and carers are made aware through the pupil intake process that they will be challenged if it is thought they are breaching these safeguarding practices. Wherever possible members of staff will make available photographs of events as souvenir mementos for parents and carers to keep.

Sutton House Academy is committed to safeguarding and promoting the wellbeing of pupils and expects all staff and volunteers to share this commitment.

Sutton House Academy seek parents or carers consent to the taking of photographs by signing a permission slip as part of the pupil intake process.

- It is a requirement that staff have read the pupil file to ensure parental permission has been given before taking photographs of any pupil.
- Members of staff can take photographs of children to support assessment, for use in learning and towards gathering evidence of learning.
- All photographs must only be taken using Sutton House Academy equipment cameras/iPad's/academy phones.
- Photographs should be appropriate and respectful of the pupils.
- Photographs must be taken with the knowledge of the pupil, pupils Classroom leader, or form tutor.
- Pupils should be made aware of the intention of staff to photograph them on each occasion. This may be a generic permission to a class group before an activity begins.
- Photographs must not be kept electronically unless they are stored securely on Sutton House Academy secure system in a clearly marked photo file and old photos must be removed regularly.
- Cameras must be cleared of images as soon as possible.

- No pupils name must be linked with any image.

6. Enrichment Curriculum

The use of mobile phones as part of the enrichment curriculum is not permitted.

7. School Trips

The use of mobile phones on school trips or residential is permitted with parental/carer consent.

Misuse of mobile phones will result in confiscation of the device resulting in the need for such device to be collected by a responsible adult when returning to the academy.