



# USE OF MOBILE PHONE & CAMERAS POLICY

<b>Review Period</b>	Annually	<b>Last Review Date</b>	March 2026	<b>Next Review Date</b>	March 2027
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## 1. Procedure on the Use of Mobile Phones and Cameras

In order to safeguard pupils, protect staff from allegations, and ensure a calm and focused learning environment, Sutton House Academy has developed the following procedures regarding the use of mobile phones, smart devices and cameras.

This policy aligns with current Department for Education guidance that schools should operate as mobile phone-free environments during the entire school day, including lessons, transitions between lessons, breaktimes and lunchtime.

Mobile phones within this policy also include:

- Smartphones
- Smart watches capable of communication or recording
- Tablets with mobile functionality
- Any device capable of recording audio/video or sending/receiving messages.

## 2. Staff Use of Mobile Phones

Staff may bring a mobile phone on site; however:

- Mobile phones must be switched off or set to silent during the school day.
- Phones must be kept securely stored (e.g. locker, drawer or cupboard) during working hours.
- Staff must not check or use personal mobile phones during pupil contact time.
- Staff may use phones only in staff-only areas during break times when pupils are not present.
- Senior Leadership Team members with work phones may carry them where necessary for safeguarding or operational reasons.

- Staff should not use personal phones in front of pupils unless for a clear professional purpose.

Staff must not use personal devices to:

- photograph pupils
- record video
- store pupil images

### **3. Educational Trips**

Where staff are leading off-site visits:

- The visit leader may carry a mobile phone for communication and safeguarding purposes.
- The academy also maintains an academy mobile phone stored in the office for use on trips and off-site activities.
- Personal phones must not be used to take photographs or videos of pupils.

Any images must be taken using academy equipment only.

### **4. Pupils**

In line with Department for Education guidance, Sutton House Academy operates as a mobile phone-free environment throughout the school day.

#### **4.1 Pupils Bringing Phones to School**

Pupils may bring a mobile phone to school for safety when travelling to and from the academy, however:

- Phones must be handed in on arrival and stored securely by the academy or
- Stored in a designated secure location as determined by the academy.

Pupils must not access or use their mobile phone during the school day, including:

- lessons
- breaktimes
- lunchtime
- transitions between lessons.

#### **4.2 Phone Misuse**

If a pupil is found using a phone or failing to hand it in:

- the phone will be confiscated
- it may be held until the end of the school day
- repeated misuse may require collection by a parent or responsible adult

The academy reserves the right to confiscate phones where their use breaches the behaviour policy.

### **5. Expectations**

The academy recognises that some pupils may require access to a mobile phone or smart device due to specific needs.

Exceptions may be made where:

- the pupil has an Education, Health and Care Plan (EHCP) which highlights a need as part of their personal strategy.
- the device supports medical monitoring (e.g. diabetes monitoring apps)
- the device forms part of an agreed therapeutic or communication strategy.

In these cases:

- authorisation must be agreed by Senior Leadership Team and SENDCo
- the arrangement will be documented in the EHCP, support plan or behaviour plan
- clear boundaries for appropriate use will be established.

Misuse of this agreed access may result in the provision being reviewed.

## **6. Visitors**

Visitors to the academy must:

- switch off or silence mobile phones on arrival
- refrain from using phones in pupil areas
- not take photographs or recordings unless authorised.

Visitors are informed of this expectation during the visitor induction process.

Sutton House Academy follows Local Authority guidance on the Safer Use of Images.

## **7. Parents & Carers**

Parents and carers are asked not to photograph or video pupils during academy events.

Where events allow photographs:

- this will be clearly communicated by staff
- pupils whose parents have not given consent will be sensitively excluded from photographs.

Consent for photography is collected during the pupil intake process.

Staff must ensure they have checked consent information before photographing any pupil.

## **8. Use of Photographs in School**

Members of staff may take photographs to:

- support assessment
- record learning
- celebrate achievement.

However:

- only academy devices (camera, iPad, academy phone) may be used
- photographs must be appropriate and respectful
- pupils must be aware when they are being photographed
- images must be stored securely on the academy system

- images must not be stored on personal devices
- images must be deleted from devices once uploaded
- pupil names must not be linked to images.

## **9. Enrichment Curriculum**

Mobile phones are not permitted for use within the enrichment curriculum, unless:

- the device forms part of an approved learning activity, and
- the device is academy owned.

## **10. School Trips**

The use of mobile phones by pupils on school trips or residential visits may be permitted only where authorised by staff and with parental consent.

Misuse of a phone during a trip may result in:

- confiscation of the device
- the phone being returned to a responsible adult on return to the academy.

## **11. Safeguarding Statement**

Sutton House Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.