



## USE OF MOBILE PHONES & CAMERAS POLICY

<b>LAST REVIEW NEXT</b>	<b>March 2020</b>	<b>REVIEW PERIOD</b>	<b>Annually</b>
<b>NEXT REVIEW DATE</b>	<b>March 2021</b>	<b>OWNER</b>	
<b>TYPE OF POLICY</b>		<b>APPROVAL LEVEL</b>	

## **Policy and procedure on the use of mobile phones and cameras.**

In order to protect children and to protect staff from allegations of abuse the centre 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.
- Staff may not use or check their phone during pupil contact time.
- 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.

Educational Trips. Mobile phones are provided with the exception of trips off site, when the visit leader and deputy 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.

All pupils are required to hand over mobile phones into the safekeeping of the centre whilst on site.

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

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

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 flouting 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 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 owned cameras allocated to teaching staff.
- Mobile phones must never be used for taking photographs of pupils.
- Photographs should be appropriate and respectful of the pupils.
- Photographs must be taken with the knowledge of the 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.

#### **Key Stage 4 – Vocational Centre and Alternative Provisions.**

- Key Stage 4 pupils attending the Vocational Centre of alternative providers are allowed to retain their mobile phones, with an expectation that they will use them appropriately.
- Where pupils are not using their phones responsibly they will be directed to hand them over to staff.
- KS4 staff are expected to adhere to the requirements of this policy with regards their own use of mobile phones and cameras.