



John Watson School

Mobile Phone and Camera Policy for staff and volunteers

Signed by *Lynn Wong*
Chair of Governors

Date: Nov 2022
Review Date: Nov 2024

This policy will be reviewed as per the review schedule set by the Governing Body

Mobile Phone and Camera Policy for staff and volunteers

At John Watson School (JWS), we recognise the importance of safeguarding all pupils.

Our Core Values **SLICE** underpin all learning and ensures a whole school approach to improving the outcomes of pupils

Safety	Learning	Independence	Communication	Engagement
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The purpose of this policy is to ensure all staff and volunteers are clear on their role in keeping pupils safe from the use of mobile phones and cameras, including wearable technology.

Introduction

This policy supplements the statement in our Child Protection and Safeguarding Policy. John Watson School recognises the risk posed by the use of mobile phones, cameras and wearable technology on its premises, as laid out in the *Early Years Foundation Stage (EYFS)* and *Keeping Children Safe in Education 2022 (KCSIE)*. The EYFS safeguarding document specifically states that the safeguarding policy and procedures must cover the use of mobile phones, cameras and wearable technology in the setting.

Photographs and recordings

We recognise that photographs and video recordings are a part of school life. They provide a record of pupils' activities and achievements. They are a key tool for assessing pupils' learning, supporting observations and providing evidence. It is also beneficial for training staff and sharing information with other professionals.

It is essential to ensure that any photographs or recordings taken of pupils in John Watson School are only taken with prior written permission from individual parents / carers. Permission is obtained when a pupil is registered with the school, and this is checked at the start of each academic year.

We ask for permission to use photographs and video recordings for a range of purposes including: school publications, our school website, 3rd party social media, and for displays within the school. We ensure that parents / carers understand that if their child is also in another pupil's photograph, but is not the main focus, this may be used as evidence. If a parent / carer is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff (including students and volunteers) will only use school cameras (e.g. iPads and iPods), to print off photos at school. Staff are not permitted to take photographs or recordings of a pupil on *their own* cameras, mobile phones, or devices (including wearable devices, e.g. smart watches).

Parents / carers are not permitted to use any recording device or camera (including those on mobile phones and wearable devices) on the premises without the prior consent of the manager.

During special events such as end of term, or leaving parties, staff may produce group photographs to distribute to parents / carers on request. In this case we will gain individual permission for each pupil before the event. This

will ensure all photographs taken are in line with parental / carer choice. We ask that photographs of events such as end of term parties are not posted on any social media websites / areas.

Personal Mobile phones / Devices

Staff should not use or carry their personal mobile phones or any other equipment with camera facilities on the school premises when children are present, including wearable devices. Mobile phones should only be used in staff breaks / in the staff room or office facilities. This protects staff from being distracted in their work, and from allegations of inappropriate use.

No personal mobile phones are kept in classes or on staff. All personal mobile phones and devices are kept in staff-only spaces. Staff are advised to share the school landline phone number if they are an emergency contact for a child / relative.

If a staff member has a smart watch, they need to ensure that their messages / phone calls are deactivated and that staff are not receiving any form of communication when working with students.

The exception to this is when taking pupils out on visits. Staff are required to carry a mobile phone in case of an emergency. It is not to be used for anything other than essential phone calls.

Parents / carers and visitors are not permitted to use personal mobile phones, cameras or other recording devices in the school during times where children are present.

Where visitors may have to have access to mobile phones for professional purposes, they will be asked to keep their phone in a designated locked cupboard and use it only in areas away from the pupils such as a staff office or other room. Parents / carers seen using mobile phones will be asked to turn them off, or use them outside.

In addition the John Watson School will display the following notice:

Please do not use any form of camera, mobile phones or recording devices in John Watson School. To protect pupil safety, we do not allow the use of cameras and mobile phones by parents / carers and visitors at all times where children are present.

Related Links:

[2022/23 Child Protection and Safeguarding Policy for John Watson School](#)

[John Watson School Safeguarding Statement](#)

[Wheatley Nursery School Camera and Mobile phone policy](#)

Other related Links:

[Gov.uk: Keeping children safe in education 2022](#)

[Gov.uk: Safeguarding children and protecting professionals in early years settings: online safety consideration for managers](#)

[NSPCC Keeping children safe](#)