

## **Mobile Phone, Camera & Device Policy**

Last reviewed: February 2021  
Next Review: February 2022  
Reviewed by: Emily Maskell



## Mobile Phones

The London Acorn School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Mobile phones are very much a part of modern day life and are a common possession for most people with devices becoming more capable and sophisticated.

Many people view them as an essential part of modern life however there are many issues that relate to mobile phone use or possession in school.

**The aim of this policy is to protect children from harm by ensuring the appropriate management and use of mobile phones by everyone at The London Acorn School.**

### Key principles and procedures

- Use of mobile phones by pupils at The London Acorn School is restricted, as described in the School Handbook, for reasons of safeguarding and privacy protection, as well as the principle/belief that children and adults' attention should not be on their phones when they are with pupils.
- Under no circumstances are images, videos or audio recordings to be made without prior explicit written consent by the designated safeguarding person.
- To minimise any risks, any mobiles brought to school by pupils must be handed in to the office where they will be held until collected on leaving the school premises.
- Staff mobile phones should be stored safely away from pupils. Staff are advised to provide their work place contact number to their family members, own children's schools etc for use in the event of an emergency.
- The London Acorn School will not be held responsible for any loss or damage of personal mobile phones.

The Statutory Framework for the Early Years Foundation Stage (2012) requires settings to have a safeguarding policy and procedure which includes the use of mobile phones and cameras in the setting (Pg.13 3.4) to minimise the risk of inappropriate sharing of images (Pg.14 3.6). The London Acorn School's Policy is relevant and applicable to both the Early Years Setting / Kindergarten and the lower school.

## School Mobile

The school mobile phones are clearly labelled as such and are for school communication only - photographs must not be taken using it.

## **Cameras**

**The Aim of this policy is to safeguard children by promoting appropriate and acceptable use of photographic equipment and resources for storing and printing images.**

### **Legislative Framework**

- Data Protection regulations
- Freedom of Information Act 2000
- Human Right Act 1998

### **Procedures**

- Consent is required under the Data Protection regulations as images are considered to be personal data.
- All images are to be stored and disposed of in line with Data Protection regulations.
- If images are to be stored for a short period of time they must be password protected on a computer storage device.
- Security procedures must be monitored and reviewed regularly by the designated safeguarding officer. The security procedures include protection against theft of equipment and computer security.
- Consent forms must be signed by parents/carers with parental responsibility when they register their child with the school and copies of the consent forms are be provided for the parents.
- Images must not be used for anything other than the agreed purposes unless additional consent is obtained.
- Photographs must be appropriately disposed of should they be no longer required. This could include giving the images to parents, deleting or shredding.
- Where group photographs of children are to be taken, written permission must be obtained from all parents /carers who have the right to refuse.
- The purpose and context for any proposed images should always be considered to decide whether a photograph or video are the most appropriate method of recording the information.
- The purpose of taking any images is to be clearly explained for example marketing of the business, prospectus, website, or local newspaper, use in display and to document children's learning.
- Each reason is to be clearly explained and agreed with an option for parents/carers to refuse any or all of the discussed uses and to withdraw consent at any time. Any consent should be reviewed on a regular basis and at least annually.
- Consent for the use of images applies to adults as well as children.
- A child's full name should not appear alongside their photographs particularly if the images could be viewed by the general public.

### **Use of a Professional Photographer**

- Only a trusted photographer who can provide evidence of authenticity should be used. Their identity should be checked on arrival.
- They should be viewed as visitors therefore appropriate supervision should be in place at all times to ensure no unsupervised access to children. They should be supervised by a person who is in regulated activity. For further information on this follow the website link on the back page.



- They should be asked to sign an agreement to ensure that they comply with Data Protection requirements, to agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.

### **Parents/Carers**

- The use of any photographic equipment by staff, parents or visitors must be with the consent of the Head or person in charge.
- The Head or person in charge has authority to challenge anyone using photographic equipment without prior consent.
- Parents and carers are not covered by Data Protection Act if they take photographs or make a video recording for their own private use. For further information, see the website at the back of the document.

### **Digital Photo Frames**

These are not to be used.

### **Closed Circuit Television (CCTV)**

- Images of people are covered by the Data Protection Act so it applies to CCTV.
- All areas covered by CCTV must be well signed posted and notifications are to be displayed so that individuals will be advised before entering such areas.
- Data protection and information guidelines are to be followed at all times. This to include the appropriate storage and disposal of all recording.
- For information and guidance please refer to the ICO publication 'CCTV code of practice'. Revised edition 2008.



## Code of Conduct – For all Staff, Volunteers, Students at TLAS

The aim of the code of conduct is to ensure that all staff are informed and work together to safeguard and promote positive outcomes for children and complete a professional conduct agreement.

### Legislative Framework

- Data Protection regulations
- Freedom of Information Act 2000
- Human Right Act 1998
- Statutory Framework for Early Years Foundation Stage (2012)

Reasonable steps must be taken to ensure the reliability and suitability of any individual who is to have access to personal data.

All staff and volunteers are required to:

- follow confidentiality and information sharing procedures which will be agreed at the time of induction;
- have a clear understanding of what constitutes misuse;
- avoid putting themselves in compromising situations which could be misinterpreted and could lead to potential allegations;
- be aware of reporting concerns immediately

### Professional Conduct Agreement

We acknowledge that practitioners will use online and digital technologies in their personal and social lives so we ask them to sign the following Voluntary Professional Conduct Agreement to ensure clear boundaries between their home and professional roles.

I agree that through my recreational use of social networking sites or other online technologies that I will:

- not bring The London Acorn School into disrepute;
- observe confidentiality and refrain from discussing any issues relating to work;
- not share or post, in an open forum, any information that I would not want children, parents/carers or colleagues to view;
- set privacy settings to block unauthorised access to my social networking page and to restrict those who are able to receive updates;
- keep my professional and personal life separate, and not accept children and parents/carers as 'friends';
- consider how my social conduct may be perceived by others and how this could affect my own reputation and that of The London Acorn School;
- either avoid using a profile photograph or ensure it is an image I would be happy to share with anyone;
- report any known breaches of the above;
- I understand that the completion of this form is optional. However, I voluntarily choose to complete it to safeguard my own professional reputation and that of The London Acorn School
- I understand I am in a position of trust and my actions outside of my professional environment could be misinterpreted by others, and I am conscious of this when sharing information publicly with others.

Signed:.....Name:.....

Date:.....



## Use and storage of pupil records (written and images)

Children's Records and Child Studies (Learning Journeys/Profiles)

### Legislative Framework

- Data Protection regulations
- Freedom of Information Act 2000
- Human Right Act 1998
- Statutory Framework for Early Years Foundation Stage (2012)

### Procedures

- Child records and studies are to be treated as personal data as they relate to an individual, identifiable child.
- Where possible blanket consent will be requested from parent and carers for group images to be included in the child records of other children. Parents and carers must be given the opportunity to view any images before they are included in any child record and must be given the option to restrict their consent.
- If it is not possible to obtain consent, the relevant image must not be shared across records of other children.
- Parents and carers must be reminded that they must not share, distribute or display images containing other children without the relevant permission or consent from their parents.
- Parents should be encouraged to contribute information to child studies, by including some information and photographs which show what their child enjoys doing at home.
- Child records should remain on site at all times. If they are taken off site, this must be with prior written agreement with Ofsted as well as between the Head of School and parents, and a risk assessment should be undertaken.

### Further Information:

[www.ceop.police.uk](http://www.ceop.police.uk) – Reporting of use of images [www.direct.gov.uk/en/N11/newsroom/DG](http://www.direct.gov.uk/en/N11/newsroom/DG) - Nativity photos and data protection [www.foundationyears.org.uk](http://www.foundationyears.org.uk) – Early Years Foundation Stage Framework (2012)

[www.ico.gov.uk](http://www.ico.gov.uk)- Data protection good practice note taking photographs in schools

[http://www.ico.gov.uk/for\\_organisations/data\\_protection/topic\\_guides/cctv.asp](http://www.ico.gov.uk/for_organisations/data_protection/topic_guides/cctv.asp) x - CCTV information

[www.ofsted.gov.uk](http://www.ofsted.gov.uk) – Regulation & requirements [www.staffscbs.gov.uk](http://www.staffscbs.gov.uk) - Safeguarding

information/Newsletters [http://www.safenetwork.org.uk/help\\_and\\_advice/employing\\_the\\_right\\_people/Pages/regulated-activity-supervision-guidance.aspx](http://www.safenetwork.org.uk/help_and_advice/employing_the_right_people/Pages/regulated-activity-supervision-guidance.aspx)

<http://www.iwf.org.uk>

To ensure keeping up to date with changes in current practice register for updates via the following links with Ofsted and the Disclosure and Barring Service.

<http://www.ofsted.gov.uk/user?destination=user/my-subscriptions> [www.homeoffice.gov.uk/dbs-subscribe](http://www.homeoffice.gov.uk/dbs-subscribe)

*Consent forms related to this policy are subject to review on an ongoing process and should be reviewed as part of the policy review process.*