



Mobile Phones Policy and Use of Children's Photographs

Introduction

In Rosemary Works School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school has been drawn up with the best interests of pupil safety and staff professionalism.

We have also taken guidance from the NSPCC and their recommendations are listed [HERE](#).

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
 - the parent must put their request in writing to the head teacher
 - the phone must be handed in, switched off, to the admin officer's office first thing in the morning and collected from the office by the child at home time.
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

Staff:

- Staff must have their phones on silent or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the head teacher aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to PPA time when no children are present in areas of the school where there is no access for children.
- Phones must be kept out of sight (e.g. drawer or handbag) when staff are with children.
- Calls/ texts must be made/ received in private during PPA time.
- Phones will never be used to take photographs of children or to store their personal data.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency. This phone is stored securely overnight in the school premises.

Parents:

- Parents are not permitted to use their mobile phones on the school premises to take photographs of children. The school exercises the right to view and request deletion of any unauthorised photograph taken using a mobile device.

- For the purpose of recording class assemblies, sports days and other public performances or appearances, parents are only permitted to take photos of their own child. All public events are recorded by the school so parents are urged not to.
- Parents are not permitted under any circumstance to distribute photographs or videos of aforementioned events over the internet.

It is the policy of Rosemary Works School to use iPads to take pictures of the children within our care as part of our normal school life e.g. photos of the children will be used on the website or for marketing purposes.

This policy clarifies exactly how we will and will not use photographs of the children.

We will use photographs (and videos):

- To record children's progress and inform key worker observations (using Tapestry).
- To record events and outings that the children participate in.
- For display purposes
- To include in our school albums
- As evidence of the activities and outings we provide and to show the ISI during an inspection.
- Videos that are used on the school website are uploaded to an **unlisted** YouTube account ([rosemaryworksvideos](#)) and therefore unsearchable.
- Under the strict permission of parents' consent.

We will **not** take photographs or shoot videos:

- that would be considered inappropriate (children dressing/undressing for PE, underwear showing, etc),
- which will be published on the internet other than as part of our school website.
- that, for publicity purposes, reveal their personal details (e.g. in the case of the Friday Celebration Assembly website and newsletter piece, children's names are blurred out of the photograph (see example)).
- Where parents have not given consent.

