



Mobile Phones and Use of Children's Photographs Policy

Reviewed by Amanda Parker

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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. This policy adheres to the safeguarding requirements outlined in Keeping Children Safe in Education (2024) and the EYFS statutory framework, specifically addressing the use of mobile phones and cameras within the setting.

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 their 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 by pupils 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.
- In compliance with the EYFS framework, staff are prohibited from using personal mobile phones while working directly with children. Personal devices must be stored securely and not accessed during contact time with children.
- Use of phones must be limited to PPA or break times when no children are present in areas of the school where there is no access for children.
- Phones must be kept on silent and out of sight (e.g. drawer or handbag) when staff are with children. In line with EYFS safeguarding requirements, staff working with EYFS children must store personal mobile phones securely, away from all EYFS areas, including classrooms and toilet facilities.
- 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 near them with the ringer turned on in case of having to receive an emergency call (which should be answered away from children).
- Personal phones will never be used to take photographs of children or to store their personal data.

- A designated school mobile phone will be taken on all outings, as required by the EYFS, to ensure effective communication and access to emergency contact information. A school mobile will be taken to sporting fixtures, educational visits and residential trips for contacting parents in the event of an emergency.
- Parents should not be contacted using personal mobile phones or given staff personal mobile numbers.
- Staff must be aware that the web filters in place in the school do not apply to mobile data from personal mobile phones, so these must not be used with the pupils.

Parents:

- Parents are not permitted to use their mobile phones on the school premises to take photographs of children. The school reserves the right to request deletion of any unauthorised photograph taken on school premises, in line with safeguarding policies and data protection regulations.
- Parents needing to make an urgent call will be asked to wait outside or in an area away from children until they are able to put their mobile phones away.
- For the purpose of recording class assemblies, sports days and other public performances or appearances, parents may take photos of their children. The school will record and share performances, so parents are encouraged not to do so.
- To protect the privacy and safeguarding of all pupils, parents must not share or distribute photographs or videos of school events on social media, messaging apps, or public platforms.

Use of images of children

It is the policy of Rosemary Works School to use iPads and the school phone (which remains on the school premises overnight) to take pictures of the children within our care as part of our normal school life. Photographs of children will only be taken using school-owned devices and are solely for educational purposes, such as recording progress and sharing with parents. The use of personal devices for capturing images is strictly prohibited. All images will be stored securely in accordance with data protection guidelines and will not be used without parental consent, in line with Safeguarding and EYFS requirements.

With parental consent, we will use photographs (and videos):

- To record children's progress and inform key worker observations (using Tapestry in the EYFS).
- To record events, outings and residential trips that the children participate in.
- For display purposes
- To include in our school albums and newsletters
- To include on the school's website and social media channels
- For marketing and in the School prospectus

- As evidence of the activities and outings we provide

We will not use photographs publicly that reveal a pupil's personal details, such as their full name. We will **not** take photographs or videos that would be considered inappropriate or could cause embarrassment, such as children changing their clothing, in a state of undress or with underwear showing.

Review

This policy is taken from the School's Safeguarding and Child Protection Policy, which is reviewed annually.