



# Mobile Phone and Camera Use Policy

Julia Miles  
November 2021

## Intent

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks.

Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. The aim of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

## Implementation

This policy applies to all individuals who have access to personal or work-related mobile phones on site and during off-site visits including residential trips and sporting fixtures. This includes Norwich Road Academy staff, Academy Council Members, children, parents/carers and visitors.

### Camera Mobile Phones and Tablets

It is recognised that it is the enhanced functions of many mobile phones and tablets that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of e.g. Images of pupils/staff to other mobile phone users or email addresses or social media which could result in bullying or harassment.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

### Staff Policy

Staff use of personal mobile phones during their working day should be:

- outside of their directed, teaching or contact time with pupils.
- discreet and appropriate e.g. not in the presence of pupils.

Mobile phones should be turned to silent or switched off and stored in a safe place during lesson times e.g. handbags/cupboards and not seen on teacher's desks. The school cannot take responsibility for items that are lost, stolen or damaged.

If a member of staff needs to make telephone contact with a pupil/parent, they should use the school telephones wherever possible.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. If this happened this should be reported to the Designated Safeguarding Lead or Principal following safeguarding procedures and the Trust's Code of Conduct.

Staff will be issued with school mobile phones when participating in off-site visits, sporting fixtures and residential trips.

With regard to camera phones or other electronic devices that have the capability of taking still or moving images, a member of staff should never use their own personal device to photograph a pupil(s) or allow themselves to be photographed by pupils. This guidance should be seen as a safeguard for members of staff and the academy.

Staff should understand that failure to comply with the policy and the academy Code of Conduct is likely to result in the enforcement of the Whistleblowing policy and associated procedures. Under no circumstances should staff take photographs of children's injuries on any device.

#### Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, this should not be necessary for pupils below Year 5 & 6. Pupils in younger years should not bring a mobile phone into the academy.

If a child needs to bring a phone into the academy, the phone must be left in the academy office or handed to their teacher at the start of the day (from 8.45 a.m.) It should be collected at the end of the day. Phones should be clearly marked, so that each pupil knows their own phone. Parents are advised that Norwich Road Academy accepts no liability for the loss or damage to mobile phones which are brought into the premises or grounds.

Where a pupil is found by a member of staff to be using a mobile phone during the academy day, the phone will be confiscated from the pupil, handed to a member of the Senior Leadership Team. The phone may be collected at the end of the day. Parents will be informed of inappropriate use and pupils will be reminded of the school policy and practice. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a Senior Leader.

Pupils are not permitted to use their phones whilst on the academy site and, if a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the academy's behaviour policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

Should a pupil be found to be using their phone inappropriately, the academy reserves the right to withdraw this privilege and they will no longer be able to bring a phone into the academy. Pupils are not entitled to log on to the academy network using their mobile phones or other personal electronic devices.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual academy procedure of contacting the office via phone or email.

#### Parents, Visitors and Volunteers Policy

Parents, visitors, volunteers and Academy Council members are not permitted to use their mobile phones in the presence of pupils anywhere within the school building.

Visiting adults are not permitted to use their mobile phones or any other electronic device to photograph pupils or make video recordings anywhere on the academy site or when accompanying pupils on off-site visits or at sporting fixtures.

Consideration will always be given to granted photo permissions and for those children that permission has not been given. With this in mind, once indicated by staff, parents are able to take photos and videos of permitted children at Class Assemblies, plays and sports days. However, they are reminded that they are the data controller for such imagery and this should only be recorded for their own personal use and should not be shared on any form of social media.

### Impact

We aim to ensure that our academy remains a safe and comfortable place for everyone. Our curriculum teaches young people skills to help keep themselves safe and the understanding of need to follow the expectations of this policy. In association with related policies, our academy community work together to take responsibility for safeguarding young people.

Should a cause for concern arise, one that requires the involvement of another agency, such as the Police or Children's Services, Norwich Road Academy leadership team will fulfil their obligations and refer the matter accordingly.

### Related policies:

Acceptable Use of IT  
Code of Conduct  
Behaviour policy  
Online Safety Policy  
Safeguarding Policy