Mobile Phone and Cameras Policy

This policy applies all pupils in the school, including in the EYFS

Date Reviewed	August 2026
Annual review	July 2027

This policy is for staff and volunteers at Wandsworth Preparatory School; The teacher responsible (for example the Trip Leader for an educational visit which uses parent volunteers) must ensure that the parents and pupils involved are aware of
this policy and abide by it. In this policy terms such as 'photography', 'pictures', 'images', include both still and video media. The term 'camera' includes mobile phones, ipads and other equipment which has the capacity to take photographs.

In applying this policy staff and volunteers should also be aware of the contents of

- Appropriate and Safe Use of Technology policy
- planning for the internet safety topic in the ICT/PSHE scheme of work
- Employment Manual including 'Communication' (including the use of technology)

At Wandsworth Preparatory School we recognise that the

- Photography enhances many aspects of school life
- Mobile and Smart Phones can improve communication and create opportunities for learning and education
- That awareness of opportunity and risk is a key part of education

This policy is intended to ensure an environment in which the opportunities are maximised while ensuring that children, parents and staff are safe from the risks arising from inappropriate use.

Taking Photographs and videos

Photography is used at the school for a variety of purposes, including:

- Recording pupils' achievements, learning and progress.
- Contributing to each pupil's evidence portfolio/Seesaw.
- Providing evidence to support pupils' application for entrance/scholarship to their future schools.
- Recording school events and providing material for displays.
- Communication with parents, for example to help reassure new parents or carers of young children that they have settled well into school life and provide prompt information on their children's activities on residential trips.
- For publicity purposes (brochures, prospectus, media articles, website etc.) for both the school and Bellevue Education Group.
- To support work undertaken by members of staff or students on placements for training and gaining further qualifications.

Where photography is taken this should be done on school devices, unless permission has been sought from a member of the SMT.

Consent

Appropriate consents for taking and displaying photographs will be obtained from parents, guardians, carers or from the pupils themselves if sufficiently mature (most pupils are seen as being sufficiently mature from the age of 12 years). The consent details for pupils will be kept in the school system for staff reference. Whether consent should be obtained from the parents, the pupil or both will depend on the age of the pupil. The school privacy notice allows the use of photography or video that is not intrusive or public (e.g. used in an internal display) and consent is not required in this instance. This includes the use of
Staff should be aware that some pupils cannot be featured in photographs or videos under any circumstances (for example, because of safeguarding concerns). A list of these pupils is maintained by the school and should be consulted if you are unsure to which pupils this applies.

Where permission and consent (if appropriate) has been obtained, the following should be considered:

- the purpose of the activity should be clear as should what will happen to the photographs or videos. You must be able to justify images in your possession
- images should not be made during one-to-one situations
- ensure that the pupil is aware that the photograph is being taken
- Ensure the pupil understands why the images are being taken and has agreed to the activity
- Delete appropriate or embarrassing images

Specific situations

- Professional photographers visit the school by arrangement to take portrait photographs and formal pictures of sports teams etc. It is not compulsory for pupils to be included in portrait and team photography, nor is there any obligation on parents to purchase the resulting photographs.
- A teacher, student or trainee teacher on placement may undertake a case study of a child, for example, as part of a training course to gain a qualification. In such cases a separate permission should be sought.
- Occasionally a photograph may be taken which inadvertently catches a pupil in an unfortunate, embarrassing or compromising position. If this is the case, the image and any copies of it must be destroyed immediately.

Recording and Photography by Parents

It is very difficult to monitor the use of cameras by parents, for example at showcases, plays, events or on the touchline at sports fixtures. The parents' handbook includes guidelines for parents on the use of photography at school events. Where there may be particular sensitivities around photography at school events the school should be proactive in making these clear at the start of events, including instructing parents as to the restrictions around the use of devices. As an alternative, the school may make an official

video recording/DVD, the editing of which, before it is made available to parents, will ensure that parental consent is respected.

Editing and storage of photographs

All images taken by members of staff or volunteers at school or on school activities remain the property of the school. The school may require images to be deleted or edited as appropriate and may also select images taken by members of staff or volunteers for other purposes, with due attention paid to the requirements of this policy.

When editing images, staff must take due professional care and ensure that edited images do not mislead or misrepresent. Care must also be taken to ensure that images do not result in their subject being vulnerable to embarrassment, teasing, bullying or abuse.

Close attention must be paid to the storage of images, the school will take all reasonable measures to ensure that they are kept safe and do not come into the possession of unauthorised people.

- Images must not be stored permanently on personal devices or storage media, they should be transferred to a secure archive and deleted from portable devices
- In storing and deleting images the school with have regard to the school information security policy

The school assesses the risk of access to archived images by inappropriate individuals to be very low. Staff and volunteers must ensure that their use and storage of images maintains a similarly acceptable level of risk.

Photography on Social Media and Internet

Unless specific prior consent has been obtained, members of staff and volunteers must not post school images on personal pages of social networking sites or other websites. The age limit for having a Facebook account is 13 and other social networks have similar restrictions. However, parents do not always enforce these restrictions. Staff must be vigilant in respect of any inappropriate use by pupils of school images or their own photographs of school events on social networks and must report any concerns to the DSL.

Use of mobile phones and smart watches by members of staff and by volunteers in school

Mobile phones provide many benefits to school life, notably in improving health and safety through better communication with staff in more remote parts of the school campus and on off-site visits. However, mobile phones, particularly those capable of taking pictures, also present a challenge to the school community to ensure that pupils are safeguarded in relation to the potential for improper use and also that their education is not impeded by the use of mobile phones at inappropriate times.

The mobile phone policy provides information on the use of mobile phones by pupils. Staff must be vigilant to ensure that the use of mobile phones, including their use by volunteers, visitors and pupils is always appropriate and that the safeguarding needs of the pupils are met. Any concerns should be discussed with the head or DSL. Concerns will be taken seriously, logged and investigated appropriately.

The school assesses the risk to pupils through the improper use of mobile phones to be very low. Staff and volunteers must ensure that their use of mobiles phones maintains this level of risk.

Details

- On arrival at school staff should switch their phones and smart watches off to ensure that they do not adversely affect their duties at school and the pupils' education.
- In cases of emergency (for example a seriously ill relative) mobile phones should be left in the office, office staff should be alerted and the phone can be left switched on so that a message can be relayed.
- The school office staff, maintenance worker and head are exempt from the restrictions on the use of mobile phones whilst on duty so that they can be contacted at all times by the school office in case of emergency.
- School mobile phones are available from the school office. A school phone must be collected by members of staff engaged in particular school activities where it is important to maintain

communication with the school office. These include; where staff are off-site, in a remote part of the campus, supervising children - for example in after-school care with the school contact number

- School mobile phones should not be used for personal calls. After use they must be signed back in at the school office. Any problem with the phone should be reported as soon as possible.
- By arrangement with the head, a member of staff's personal mobile phone may be designated as the means of communication for specific activities (i.e. those listed above). In such situations, it is expected that this policy will be observed in respect of personal use. The cost of calls made on school business will be reimbursed, provided that they can be identified on an itemised bill or otherwise.
- It is understood that Staff may need to check text messages and / or personal emails in the case of an emergency or during break times. Personal use must not interfere with your work commitments (or those of others). It is a privilege and not a right. Staff shall set an example and shall never use their own mobile telephones or other electronic devices whilst they are on duty (whether in a classroom or otherwise) and any such mobile devices should be switched off except in the case of an emergency and be kept out of sight of parents or pupils.

Mobile phone policy

All schools should be mobile phone-free environments by default; anything other than this should be by exception only. Statutory guidance on Mobile phones in schools is clear that the head teacher expects schools to implement a policy whereby pupils do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime. There are a number of ways in which schools can ensure that they are mobile phone-free, and it is for headteachers to decide how best to achieve this within their own unique contexts.

END