



The New Beacon

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MOBILE PHONE AND DIGITAL CAMERA POLICY

APPLICABLE TO WHOLE SCHOOL, INCLUDING EYFS AND BOARDERS

The New Beacon
Brittains Lane
Sevenoaks
Kent TN13 2PB

THE NEW BEACON

MOBILE PHONE & DIGITAL CAMERA POLICY

Staff Responsibilities

At New Beacon, the welfare and safety of our pupils is paramount.

The aim of this Mobile Phone and Digital Camera Policy is to protect both pupils and staff, and to promote safe and appropriate practice through establishing clear and robust acceptable guidelines. This policy is based on the KCC Image Use Guidance for Educational Settings May 2018.

It is the responsibility of the members of staff who bring mobile phones or digital cameras to school to abide by the guidelines set out in this policy.

Mobile phones have the potential for distractions, disruptions and misuse. This could result in inadequate supervision which could pose a risk to the welfare of our pupils. Staff are not permitted to use their mobiles for personal purposes while in a supervisory / teaching capacity. At such times, mobile phones should be kept on silent and stored securely and out of sight. The personal use of mobile phones is restricted to staff's own free time, e.g. lunch/break times and free periods. Staff should only make personal calls in private, and out of the sight and hearing of others.

It is recognised that for safety reasons it is useful for staff to have their mobile on their person at certain times, e.g. on duty, during coaching sessions and matches, so that Matron or emergency services may be contacted immediately should an injury occur.

On school trips staff should ensure they have a school mobile phone with them if possible. They may take their personal mobile phone on the trip as an extra emergency precaution. The school must be kept informed of their current mobile phone contact number.

Mobile phones should be passcode protected in case they accidentally come in to the wrong hands.

All members of staff are responsible for ensuring that their mobile phone does not hold inappropriate or illegal content and this includes any photographs and / or videos of New Beacon pupils.

Their phone must not contain material that:

- Displays images of violence, death or injury
- Is pornographic in nature or abusive
- Promotes intolerance/ and or discrimination on the grounds of race, sex, disability, sexual orientation, religious faith or age
- Relates to any form of criminal activity
- May generate a risk to the school or cause offence.

Where possible, staff employed by The New Beacon (other than peripatetic staff – see below) should only use school 'phones to contact parents. They should not use their personal mobile phone to contact a parent except in an emergency.

Where possible, peripatetic staff should use a school landline to make contact with parents. However, because of the nature of their job, they may need use their personal mobile phones to contact parents. They should never divulge their number to, or contact a pupil on their personal mobile, including text messages.

Staff should never phone or text a pupil on their personal mobile.

Staff should not give out their mobile phone number to a pupil unless there is a legitimate reason to do so and permission has been given by the Headmaster.

Staff should not use their phones to communicate with pupils in any medium, including social networking sites.

Where parents are acting as volunteer helpers (e.g. on school trips), they should be informed not to make contact with other parents (e.g. calls, texts, social networking) while they are acting as a volunteer. Under no circumstances may they use their phone to take photographs or videos of children.

When driving a school minibus all personal mobiles must be on silent.

Staff are responsible for their own belongings and should make sure that their mobile phone /digital camera etc are insured. The New Beacon will not accept liability for loss or damage.

Inappropriate use of a mobile phone/ camera will result in disciplinary action.

Digital Cameras

To protect children we have the following safeguards in place with regard to the use of digital cameras.

- Staff must ensure that we have the consent of a parent/ carer for photographs to be taken or published (e.g. on the website, prospectus, magazine and other publications which includes News Beacon) before publishing a photograph.

Details of boys who have opted out of photographs are available from any of the school secretaries, the DSL, and PASS.

- Staff must ensure a boy's full name will never be used with any image
- Staff must ensure that children are appropriately dressed before taking a photo
- School cameras are available for staff use in school.

- Staff are permitted to use their own digital camera for school photographs, including photographs of pupils, with the proviso that any images taken by a member of staff on his/her own digital camera must be downloaded in full to the school network, and then deleted from the camera, before the camera is taken off site
- Staff are strongly advised to avoid use of their personal mobile phones for photographing or videoing pupils. If an occasion arises when there is no alternative, then the photo / video must be sent / downloaded on the school network the same day, and deleted from the mobile (and any cloud back up) before the end of the school day.
- Staff must ensure all digital cameras used are open for scrutiny.
- Any concerns about inappropriate or intrusive photographs should be reported to the Headmaster or the SMT immediately.

Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones

Visitors will be briefed on entry about the appropriate use of mobile phones. They will be asked to use mobile phones sparingly and only when deemed necessary. No visitor is to use a mobile phone to take photographs or make videos of pupils.

Parents

Parents taking pictures or recordings of their own children for their own personal use is lawful and is permitted at New Beacon.

However, in photographing / filming events such as plays, matches etc, it is likely that other children will be photographed/filmed at the same time.

Parents must be made aware that they may not under any circumstances post photos/videos containing photos of children other than their own on social media.

While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.

We therefore ask that parents' usage of mobile phones, whilst on the school site is *courteous* and *appropriate* to the school environment.

For further information please refer to KCC Image Use Policy and Guidance for Educational Settings, May 2018.

Author, Approval, Review

Author: YBD
Date: September 2019
Approval: Mike Piercy (Headmaster)
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