

RIVERSIDE SCHOOL



Safeguarding Pupils Against Mobile Phones, Cameras and Smart Watch Devices Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

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Statement of Intent

Riverside School is committed to safeguarding and promoting the physical, mental and emotional welfare of every pupil, both inside and outside of the school premises. We implement a whole-school preventative approach to managing safeguarding concerns in a timely fashion, ensuring that the wellbeing of pupils is at the forefront of all action taken.

It is our intention to provide an environment in which:

- staff are not distracted from their work or supervision of pupils;
- pupils are not distracted from their learning or other activities;
- there is no inappropriate use of mobile phones and cameras around pupils; and
- pupils are safeguarded and GDPR guidance is followed.

1. Policy Statement

It is our intention to provide a safe environment and:

- we will prevent the possible identification of pupils when a photograph is accompanied by personal information;
- we will prevent the inappropriate use, adaptation or copying of images for use on child pornography websites;
- we will prevent the taking of inappropriate photographs or recorded images of pupils;
- we will ensure there is not a breach of conduct orders restricting photography of specific pupils (it is the lead member of staff's responsibility to ensure they are aware of the most up to date list of pupils who do not have consent for photographs); and
- the school will ensure they keep an updated list of pupils who do not have consent for photographs and videos for publications, school use, home school contact books or any other way these images could be shared.

This policy should be read in conjunction with the following policies:

- Data Protection Policy
- Cyber Security Policy
- Online Safety Policy
- Safeguarding Policy.

Failure to adhere to the contents of this policy will lead investigations under the school's disciplinary procedures and possible legal action where appropriate.

2. Procedures Regarding Mobile Phones and Smart Watches with a Built-In Camera

Riverside School allows staff to bring in personal mobile telephones/ devices for their own

use. The following procedures must be observed:

- The school does not allow a member of staff to contact a current pupil or parent/ carer using their personal mobile telephone or other such device, unless with specialist permission from a member of the leadership team.
- Staff bringing personal mobile telephones or other such devices into the school building must ensure there is no inappropriate or illegal content on the mobile telephone/ device.
- All staff must ensure that their mobile telephones/ devices are in a designated safe area, on silent and are not used or carried by staff in the presence of pupils. Smart watches with a built-in camera are not to be used by staff while working with pupils.
- Mobile phone calls may only be made during staff break times or in staff members own time and only in the designated staff areas or off-site.
- If staff have a personal emergency, they are free to share the school's phone number or, with the agreement of their line manager, make a personal call from their mobile telephone/ device in the designated staff areas.
- In exceptional circumstances where a staff member has a family or similar emergency and needs to keep their mobile phone/ device to hand, prior permission must be sought from their line leader and agreement on how this can be kept safely to ensure the safeguarding of pupils and staff.
- Staff need to ensure that they make their emergency contacts e.g., families, children's schools etc. aware of the school number for emergencies. This is the responsibility of the individual staff member.
- All parent helpers/ work experience students/ volunteers and contractors and other visitors to the school will be requested to keep their phone/ device in a designated area and stored securely.
- During trips and visits nominated staff will have access to a school camera or a school mobile device with camera e.g., an iPad.
- It is the responsibility of all members of staff to be vigilant and report any concerns about inappropriate use of mobile phones/ devices to the DSL and/ or a line leader.
- Concerns will be taken seriously, logged and investigated appropriately.
- The senior leadership team reserve the right to check the image contents of a member of staff's mobile phone/ device should there be any cause for concern over the appropriate use of it.

3. Procedures Regarding Photography/ Video and Cameras

Photographs or other video images are taken for the purpose of recording a pupil or group of pupils participating in activities or celebrating their achievements. This is an effective form of evidencing pupils' progression. It is essential that photographs are taken and stored appropriately to safeguard pupils. To ensure this, the following procedures must be observed:

- All pupils featured in recordings or photos must be appropriately clothed.
- Images taken and stored on the school camera during school trips and visits must

be downloaded as soon as possible, ideally at least once a week, and then deleted from the camera roll the next day (following an overnight back-up of the network).

- All staff are responsible for safeguarding of the camera/ device and ensuring this device with images is kept safely, and returned following the trip/ visit. This device should not be taken home by staff.
- If photographs or other images need to be taken in a toilet or changing area i.e., photographs of the pupils washing their hands, then the class teacher must be aware, and staff must be chaperoned by another member of staff whilst carrying out this kind of activity. At all times, the camera must be placed in a prominent place where it can be seen. Consideration should be taken of other pupils and staff in this area.
- In all photographs and videos, staff must be aware of the background to ensure no images of pupils without consent are captured, or any information that can be used to identify or name pupils should be excluded e.g., display boards from the final image.
- Photographs of pupils without photo consent should not be shared in home school books or any other school documents, without the written permission of the parent, and after conversation with your line leader and the admin and data manager.
- Photographs of pupils are not permitted to be taken by third parties. Only photographs and videos taken on a school device and by school staff can be taken during trips and visits unless otherwise previously agreed by the headteacher and there is explicit written permission in place. The admin and data manager should be informed.

4. Procedures Regarding High-Tech Communication Devices

The following procedures must be observed:

- The camera/ photo apps are kept activated to enable pupils to personalise their grids in order to support communication. It is the responsibility of the class teacher to check all saved photos on the device, ensuring pupils are represented positively, respecting dignity and to ensure any photos of other pupils who do not have consent are removed before devices go home at the end of each day.
- Devices may have photos of a pupil's family etc. when they are returned to the school, but these images should not be downloaded and used in school or on school documentation such as happiness passports without the written consent of the adult family member or person with parental consent (e.g., for siblings this would be a parent/ carer).
- Some communication devices (e.g., Microsoft/ Grid iPads) currently have access to cameras/ photos and the internet. Again, this is something that should be monitored by the school/ family/ carers to ensure that usage is in line with our Safeguarding Policy, Cyber Security Policy and Data Protection Policy.
- The school reserves the right to activate restrictions on any devices brought into school or remove the device for safeguarding or data protection reasons.

5. Guidelines for Publishing Images

If a photograph is used in any publication relating to the school it should be discussed with the admin and data manager to establish the reason for the use of the image. This must be in line with our policies and positive promotion of the school. Personal details including a pupil's name should never be revealed on any documentation or on a website or accompany a published photo unless separate explicit consent has been obtained from the parents/ carers and the headteacher. The admin and data manager and DSL should be made aware before this is publicised/ shared.

The admin and data manager, in conjunction with other members of the school team, will give adequate thought to the selection of images for use in publicity materials or flyers. They will consider the images of children and young people used on websites. Simple techniques such as digital "water marking" may deter others from misusing images.

All school staff should take photographs that represent our broad range of children and young people participating safely in their activities.

Appendix 1 – Designated Safeguarding Lead

