Dallas Road Community Primary School

Mobile Phone and Camera Policy 2026- 2027

Introduction

This policy should be read alongside the Dallas Road Online Safety Policy and is in line with the DfE guidance on Phones in Schools. The welfare, protection and safety of every child in our care is of paramount importance, and we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect, to help promote the safety of the children in our care. It is the responsibility of all members of staff to be vigilant and report any concerns to a member of SLT. Concerns will be taken seriously, logged and investigated appropriately.

Dallas Road Primary School recognises that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements. We also acknowledge the importance of mobile phones for communication purposes. Important as these technologies are, it is critical that they are used responsibly; this policy aims to ensure that.

This policy applies to the use of any film and electronic photographic equipment. This will include mobile phones and portable gaming devices with in-built cameras as well as other forms of digital technology and resources for storing and printing images. The policy applies to all staff and volunteers and covers both indoor and outdoor areas.

The Data Protection Act affects the official use of photography by educational settings, as an image of a child is considered to be personal data.

The Headteacher is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within the school. This includes the management, implementation, monitoring and review of this policy.

Use of Mobile Phones and Cameras by Staff and Volunteers

- Staff and volunteers should not use their personal mobile phones or cameras to take any photographs or videos of pupils. It is preferred that teachers use their school provided iPad.
- Mobile phones should be turned off or set to silent during class or work time, unless permission has been granted by the Headteacher.
- Mobile phones should not be used for personal use during teaching sessions.
- Where it is essential for staff to take a personal call during a teaching session, they should do so in an area not in use by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.
- A mobile phone will be taken on whole-group outings in accordance with guidance. The Statutory framework for the Early Years Foundation Stage states that providers should take contact telephone numbers and a mobile phone on outings.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. A 'Body Map' must be used to record factual observations.
- It may sometimes be necessary to use a mobile phone to communicate with other staff or request help or assistance or to authenticate identify with online applications.

Microsoft Authenticator is used by CPOMS for staff where two factor authentication is necessary. The use of a mobile phone in these circumstances will be permitted.

- Images taken and stored on the camera must be downloaded as soon as possible. This must be done to the school computers only and stored on the server.

From DfE Guidance Feb 2026, Mobile Phones in Schools:

Staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. This will empower staff to better challenge pupils to meet the school expectations and effectively enforce the prohibition of mobile phones throughout the school day. There may be occasions where it is appropriate for a teacher to use a mobile phone or similar device, for instance to use multi-factor authentication. Responsible bodies and school leaders should be clear with staff on their expectations around use of mobile phones during the day.

The Use of Mobile Phones and Cameras by Parents, Carers and Visitors

- The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in the school (the only exception to this is in the central waiting area or with the express permission of a member of staff).
- Parents and visitors should not take any photographs or video footage of children other than at school events.
- When hosting an event where parents are permitted to take photographs or video footage, the school will ensure that the parents are made aware that any images taken must be for private use only, should not be shared and that that it is illegal to sell or distribute any such recording without proper permission.
- The right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.
- Parents are encouraged to contact the Headteacher to discuss any concerns regarding the use of images.

The Use of Mobile Phones and Cameras by Pupils

In certain circumstances pupils can bring personal mobile phones into school but these will be left in the care of the School Office at the start of the day and an agreement for a pupil to bring a mobile phone to school form completed.

Headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item.

At events such as a disco, children may not bring a mobile phone, and children may not take photographs or recordings on a mobile form. If a child is seen with a phone, it will be confiscated for the event or given to the parent if they are attending.

If children are using cameras we will:

- Discuss and agree age-appropriate acceptable use rules with children regarding. the appropriate use of cameras, such as places children cannot take the camera (e.g. unsupervised areas, toilets etc).
- Ensure all staff will be made aware of the acceptable use rules regarding children's use of cameras and will ensure that children are appropriately supervised when taking images for official or curriculum use.
- Role model positive behaviour to the children by encouraging them to ask permission before they take any photos.
- Ensure that photographs taken by children for official use will only be taken with parental consent and that their use will be carefully controlled and will be checked carefully before sharing online.
- Inform parents/carers that children will be taking photos/videos of other children for personal use on the residential trip.

The Use of Images and Video Recordings by the School

General Guidance

- Images or videos that include children will be selected carefully when used online.
- Children's' full names will not be used on the website in association with photographs
- The school will not include any personal addresses, emails, telephone numbers, on video, on the website, in a prospectus or in other printed publications.
- The school will only use images of children who are suitably dressed.
- Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.
- All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
- Only official setting owned equipment (e.g. work provided digital or video cameras) will be used by staff to capture images of children for official purposes.
- Careful consideration will be given before involving very young or vulnerable children when taking photos or recordings, who may be unable to question why or how activities are taking place.
- The school will discuss the use of images with children and young people in an age-appropriate way.
- Images will not be taken of any child or young person against their wishes. A child or young person's right not to be photographed is to be respected.
- Photography is not permitted in sensitive areas such as changing room, toilets, swimming areas etc.

- Photographs will be disposed of should they no longer be required.

Parental Consent

- Written permission from parents or carers will be obtained before images/videos of children are electronically published by the setting.
- Written parental consent will be sought to take and use photographs off-site for marketing and training purposes.
- Written consent from parents will be kept by the setting where children's images are used for publicity purposes.
- A record of all consent details will be kept on file.

Storage of Images and Recordings

- Images will not be kept for longer than is to be considered necessary. A selection of photographs showing school life are archived.
- All images will remain on site unless prior consent has been given by the Headteacher.
- The Headteacher reserves the right to view any images taken and/or to withdraw or modify a member of staffs' authorisation to take or make images at any time.
- Any memory stick, CD or storage device containing images of children to be taken off-site for further work should be suitably encrypted.
- On occasion. school performances are recorded for sale to the community for personal use only. Parents are forewarned of such recordings.

The Use of Images of Children by the Media.

Where a press photographer is to be invited to celebrate an event, every effort will be made to ensure that the newspapers (or other relevant media) requirements can be met. A written agreement will be sought form parents and carers and the press which will request that a pre-agreed and accepted amount of personal information (e.g. first names only) can be published along with images and videos.

- The identity of any press representative will be verified, and access will only be permitted where the event is planned, and where press are to be specifically invited to attend.
- No authorisation will be given to unscheduled visits by the press under any circumstances. Every effort will be made to ensure the press abide by any specific guidelines should they be requested.

- No responsibility or liability however can be claimed for situations beyond reasonable control, and where the setting is to be considered to have acted in good faith.

Professional Photographers

Professional photographers who are engaged to record any events will be prepared to work according to the terms of the setting's Online Safety Policy.

- Photographers will sign an agreement which ensures compliance with the Data Protection Act and that images will only be used for a specific purpose, subject to parental consent.
- Photographers will not have unsupervised access to children and young people.

Parent, Visitor and Contractor Notice

Parents, visitors and contractors are respectfully requested not to use their mobile phones in the school apart from the central waiting area or with the express permission of a member of staff.

It is not permitted to take images or make recordings on these premises without express permission.

(Appendix 1) Dallas Road Community Primary School Mobile Phone Contract

Dallas Road Community Primary School recognises that on some occasions it may be necessary for a pupil to bring a mobile phone into school. For instance, if they walk to school unaccompanied or they are being collected by a different carer. We believe that pupil use of a mobile phone during the day can be disruptive, and this agreement outlines how pupil phones will be managed within our school.

Our Pupil Mobile Phone Rules

- All pupils bringing a phone to school must have a good reason for doing so each time and must have returned this agreement.
- All phones brought into school must be handed in for storage at the school office when the child arrives at school and picked up just before leaving.
- The school will help children to learn about staying safe online but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will always be willing to work with families in helping them encourage safe mobile phone usage.
- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent/carer.
- Children should be reminded not to take photographs or videos of people without asking their permission and to never turn their phone on whilst on school premises. Phones should always be switched off in school.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent/carer. As part of this agreement, your child agrees to unlock the phone if required by a member of staff.
- We currently advise that the use of Smart watches is not appropriate in school due to risk of loss/damage.

Parents may want to look for advice on www.internetmatters.org which explains how to add some parental controls to the phone and gives advice on how to keep children safe.

Please sign and return the agreement attached.

(Appendix 2) Dallas Road Community Primary School Mobile Phone Agreement

Our Pupil Mobile Phone Rules

- All pupils bringing a phone to school must have a good reason for doing so each time and must have returned this agreement.
- The school will help children to learn about staying safe online but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will always be willing to work with families in helping them encourage safe mobile phone usage.
- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent/carer.
- Children should be reminded not to take photographs or videos of people without asking their permission and never to take them on the way into or out of school. Phones should not be turned on whilst on school premises.
- All phones should be turned off and handed in for storage at the school office.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent/carer. As part of this agreement, your child agrees to unlock the phone if required by a member of staff.

Name of Child:

Reason for needing to bring a mobile phone to school: **Parent/Carer:** I confirm that I have explained the school rules regarding mobile phones to my child and confirm that they take a mobile phone into school on that basis on the days it is necessary.

Parent/Carer Signature_____Date_____

Pupil: I will follow the school mobile phone rules.

Pupil Signature_____Date_____