



**BICKLEY PARK
SCHOOL**

**POLICY FOR THE USE OF CAMERAS AND MOBILE PHONES /
DEVICES**

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones/devices and cameras at Bickley Park.

STAFF

- Personal mobile phones, cameras and video recorders cannot be used when in the presence of children, either on school premises, including the swimming pool, Games field, Forest School and when on outings.
- Personal calls may be made in non-contact time but not with children present. It is the responsibility of all staff to make their own families aware that they should be contacted via the school office should they need to do so during the school day regarding personal matters.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. Only school equipment should be used, e.g.: school iPads.
- Photographs and recordings can only be transferred to and stored on a school computer.
- All telephone contact with Parents/Carers must be made on the school telephone. During group outings staff may carry their own phones, but they should only be used in an emergency. A bank of school phones will be available for off-site activities and outings.
- Staff will ensure pupils are appropriately dressed before taking photographs or video footage. They will ensure all images are available for scrutiny and be able to justify images of children in their possession.
- Staff will report to the DSL any concerns relating to inappropriate or intrusive photography they find on devices.
- Staff leading trips involving Year 7&8 pupils will decide whether it is appropriate for mobile phones with cameras to be taken, following agreement with the Headmaster/DSL.

PARENTS

- Parents are asked not to use their mobile phones in school or when accompanying the children on a school outing. In the case of an emergency, they will need to make or receive a call in an area with no children present, such as Mrs Varela's or Mrs Wood's office.
- Parents should not film or take photos of their children or other Bickley Park children. In the case of school productions, class assemblies and sports days, parents/carers are permitted to take photographs of their own child in accordance with school protocols which strongly advise against the publication of any such photographs on social networking sites. School productions will sometimes be photographed and recorded by the school and made available to parents.

- Parents are informed, upon joining the school, via the BPS terms and conditions, that they have the right to request that images of their son, taken via camera or video whilst in school or on school activities, are not used for purposes of publicity. This request is made in writing via the Admissions Coordinator.

PUPILS

- In the Prep Department, when boys begin travelling alone parents may, if they wish, send their son to school with a mobile phone. The device should be clearly named and, on arrival at school, the boy should sign in the phone with the school secretary and leave it in the mobile phone box. The device should only be collected at the end of the school day and only switched on once the pupil has left the school grounds.
- Boys should not wear smart watches, with internet access, at school
- Year 7 and 8 pupils will be advised by the trip leader if they can bring mobile phones with them on residential field trips. They will be provided with clear guidelines about their use in advance of the trip and will sign a code of conduct agreeing to use them as per guidelines. Any pupil bringing a camera on a residential trip will be provided with clear guidelines about their use in advance of the trip.

USE OF PHOTOGRAPHS

- Only school devices are to be used by staff to take photos and videos on school premises or on outings. Pupils may take photos and videos, using school devices, on school premises or on outings, if directed to do so by staff.
- Photographs may be used on the School website, the weekly Beehive newsletter, class productions, The Quadrant, Tapestry, BPS Twitter, BPS Facebook page and Speech Day. No surnames should appear on photographs.
- Photos will be deleted from devices once uploaded.

MONITORING AND REVIEW: It is the responsibility of all staff to adhere to this policy. It will be reviewed annually by the Governing body and SLT.

Author	Headmaster/DSL	
Date approved	May 2018	Safeguarding Governor
Date approved	May 2018	Headmaster
Date of next review	May 2019	