

USE OF MOBILE PHONES AND RECORDING DEVICES POLICY



We love God and each other and follow the example of St Teresa.
We enjoy learning together and doing our best in a happy, healthy and welcoming community.
We learn to be responsible and caring citizens.
"Let us do little things well today".
St Teresa

Approved by:	Governing Body	Date: <i>Pending</i>
Last reviewed on:	July 2025	
Next review due by:	July 2027	

Use of mobile phones

We acknowledge that mobile phones are often the only means of contact available and can be helpful in supporting safeguarding arrangements in settings, including when on outings. In our setting, when mobile phones are used, this is underpinned by a risk assessment and operated within a clear framework, so everyone understands their responsibilities in ensuring phones are used safely.

We will ensure that staff **personal** mobiles:

- are stored securely *out of sight* and will be switched on silent whilst staff are on duty
- are not used to take pictures of any children attending the setting
- are not used to take photographs, video, or audio recordings in our setting
- are not used to contact parents / carers or children except in the event of an emergency
- are not used by visitors

We ask visitors to refrain from taking photographs unless accompanied by a staff member and never incorporating images of children within photos.

Work mobile phones, tablets and IT equipment

At St Teresa's we have some key work mobile phones- these include the Headteacher's work phone, a school trip mobile phone and a school phone connected to the mag-lock gate in the nursery. We also have a suite of ipads used by staff to support the curriculum.

Use of cameras, photography and images

Most people who take or view photographs or videos of children do so for acceptable reasons. However, due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

To keep our children safe, we will:

- always obtain consent from parents / carers for photographs or video recordings to be taken, used, or published (for example, on our website or displays)
- ensure only the setting's designated cameras are used when photographing or videoing children;
- ensure that children are appropriately dressed if photographs or videos are to be taken;
- ensure that children's names are not displayed alongside any photographs in a public space;
- ensure that personal devices including cameras, mobile phones, tablets, smart watches, or other such technology are not used to take photographs, video, or audio recordings in our setting without prior explicit written consent from the setting;
- ensure that all images are stored securely and in accordance with statutory guidance;
- ensure where professional photographers are used that the appropriate checks, such as those with the Disclosure and Barring Service, references and parental consent are obtained prior to photographs being taken.

Policy Approved By: Mrs Becky Maguire, Headteacher

Date:

Review Date: