



La Petite Ecole Française

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POLICY ON USE OF MOBILE PHONES, CAMERAS AND RECORDING DEVICES

1. Introduction and aims

At La Petite Ecole Française our policy aims to:

- Ensure the safe, responsible and lawful use of mobile phones
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially Safeguarding Children Policy and Promotion of Good Behaviour Policy

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Legislation and statutory guidance

This policy meets the requirements of:

- section 36 of the Children's Wellbeing and Schools Act 2026
- the Department for Education (DfE)'s mobile phone guidance and behaviour guidance and
- Keeping Children Safe in Education

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

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Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Headteacher

The Headteacher is responsible for monitoring the policy and reviewing it every year, and holding staff and pupils accountable for its implementation.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else engaged by the school) are not permitted to use personal mobile phones during the school day when pupils are present. Mobile phones must be stored securely and out of sight. Use is only permitted during breaks, in designated staff areas where pupils are not present (such as the staffroom).

4.2 Data protection

Staff must not use personal mobile phones to process personal or confidential school data, including entering such data into generative AI tools (e.g. ChatGPT or Google Gemini). Further details are set out in the Data Protection Policy and the Online Safety and Acceptable Use Policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson / school trip / activity, this must be done using school equipment, for example, school iPads and/or the school's mobile phone.

Any concerns relating to inappropriate contact, communication, or the use of images must be reported to the Designated Safeguarding Lead (DSL) without delay.

4.4 Safeguarding: Use of Images of Pupils

Children may be photographed or filmed for educational purposes, to record their learning and development, or to celebrate participation in school activities and events. At the start of each academic year, parents complete the Celebrating School Life: Photo and Video Consent Form, included in the *Pack de Rentrée*, authorising the school to take and use images in line with the consent provided.

Parents may withdraw or amend their consent at any time by informing the school in writing. The school maintains an up-to-date record of consent preferences and ensures all staff are aware of any restrictions. All images are used in accordance with safeguarding and data protection requirements. Pupils will be

appropriately dressed and are encouraged to speak to staff if they have any concerns about images taken of them.

Images must always be appropriate and must not place a child in a compromising position or in any situation that could cause embarrassment, distress, or reputational harm.

For publicity purposes (e.g. websites, social media, newspapers or publications), additional care is taken to protect pupils' identities. Where possible, children will not be named. If naming is necessary, first names only will be used, and images will not normally be used alongside full names. Images are stored securely, access is restricted to authorised staff, and retention periods are considered where images are reused.

4.5 Storage, Security and Use of Digital Images

All staff are responsible for ensuring that school iPads and other devices used for photography are stored securely in a locked cupboard when not in use.

Photographs and video recordings taken on school equipment must be stored securely on school-approved systems, which are password protected and accessible only to authorised staff. Images taken on iPads must be transferred to the school network as soon as reasonably practicable and removed from the device once transferred.

Images must be managed in line with the school's data retention schedule and deleted from devices at regular intervals.

Images may only be uploaded to the school's approved communication platforms including Educartable and the school's official Website, Instagram and Facebook accounts. Where images are used on official school social media accounts, this must only be carried out by authorised personnel and in line with recorded parental consent. Where consent is not in place, images must be anonymised or pupils' faces must be blurred.

Under no circumstances must iPads, cameras, mobile phones or any other recording devices be used in toilets or changing areas.

4.6 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.7 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's Discipline and Grievance Policy for more information.

5. Use of mobile phones by pupils

Pupils must not bring mobile phones into school. If a pupil is found in possession of a mobile phone, the procedures set out in the Promotion of Good Behaviour Policy will be followed.

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Parents/carers, visitors and volunteers (including advisory governors and contractors) must follow the same expectations as staff while on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, when working with pupils or while children are present

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

The school reserves the right to request that parents/carers do not take photographs during concerts or performances in order to avoid distracting children who are performing or other members of the audience.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will consider:

- Feedback from parents/carers and pupils

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- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher in a timely manner.