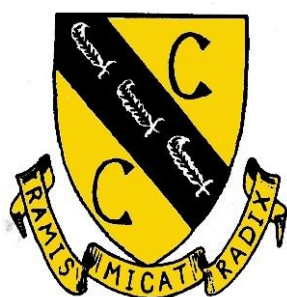


# Clarendon Cottage Preparatory School



## **Mobile Phone, Smartwatches & Personal Devices and Camera Policy**

Applies to: All Staff and Volunteers within the  
School and Covers EYFS.

**Reviewed:** June 2026 by Miss. E Bagnall

**Next Review:** April 2027

# **Clarendon Cottage Preparatory School**

## **Mobile Phone and Camera Policy**

**Applies to all staff, volunteers and pupils, including those in the Early Years Foundation Stage (EYFS)**

### **Introduction**

At Clarendon Cottage Preparatory School, we recognise that photographs, videos and mobile technology can make a valuable contribution to school life. They help us celebrate achievements, record learning, communicate with families and support children's educational experiences.

At the same time, we are committed to safeguarding all members of our school community. This policy sets out how mobile phones, cameras and other devices with recording capabilities should be used responsibly and safely.

For the purposes of this policy:

- "Photography" includes both photographs and video recordings.
- "Camera" refers to any device capable of taking photographs or recording video, including mobile phones, tablets and other digital devices.

All staff and volunteers are expected to follow this policy at all times.

### **Why We Use Photographs and Videos**

Photographs and videos may be used to:

- Record children's learning, progress and achievements.
- Contribute to learning journals, portfolios and assessment records.
- Support applications for scholarships or future school placements.
- Record school events, performances, trips and activities.
- Communicate with parents and carers about school life.
- Promote the school through newsletters, prospectuses, displays, websites and social media channels.
- Support professional development, training and educational research where appropriate.

Wherever possible, photographs and videos should be taken using school-owned devices. Personal devices may only be used with the permission of a member of the Senior Leadership Team.

### **Consent**

The school will obtain appropriate permissions for the use of photographs and videos in accordance with data protection requirements.

Parents and carers will be asked to provide consent for the use of images of their children. Consent records will be maintained by the school and made available to relevant staff.

Staff must be aware that some children may not be photographed or recorded under any circumstances due to safeguarding, legal or family circumstances. If there is any uncertainty, staff should check with the Designated Safeguarding Lead (DSL) before taking or using images.

### **Taking Photographs and Videos**

When taking photographs or videos, staff and volunteers must:

- Have a clear educational or school-related purpose.
- Ensure children understand that photographs or recordings are being taken.
- Treat children with dignity and respect at all times.
- Avoid taking images during one-to-one situations unless there is a clear educational need and appropriate approval.
- Delete any image that could cause embarrassment, discomfort or concern.
- Be able to explain why images have been taken and how they will be used.

Photographs and videos should always present pupils positively and appropriately.

### **Special Circumstances**

#### **Professional Photography**

The school may arrange for professional photographers to visit for individual, class or team photographs.

Participation is always voluntary, and parents are under no obligation to purchase any photographs.

#### **Educational Case Studies**

Where a member of staff, trainee teacher or student requires photographs or recordings as part of a professional qualification or training programme, separate consent will be obtained where necessary.

#### **Inappropriate Images**

If a photograph accidentally captures a child in an unsuitable, embarrassing or compromising situation, it must be deleted immediately and not retained or shared.

### **Photography by Parents and Carers**

We understand that parents and carers may wish to take photographs or videos during school performances, celebrations and sporting events.

Parents are expected to:

- Use images responsibly and respectfully.
- Avoid sharing images of other children online without permission.
- Follow any instructions provided by the school regarding photography and recording.

Where there are safeguarding concerns or restrictions relating to particular events, the school will communicate these clearly in advance.

The school may choose to provide official photographs or recordings of events where appropriate.

### **Storage and Use of Images**

All photographs and videos taken by staff or volunteers during school activities remain the property of the school.

Staff must ensure that:

- Images are stored securely.
- Images are only accessed by authorised individuals.
- Personal devices are not used for long-term storage.
- Images are transferred promptly to approved school systems.
- Images are deleted from portable devices once transferred.
- Images are handled in accordance with the school's Data Protection and Information Security policies.

When editing photographs, staff must ensure that images remain accurate and do not misrepresent events or individuals.

### **Social Media and Online Sharing**

Staff and volunteers must not post photographs or videos of pupils, school activities or school events on personal social media accounts or websites.

Any concerns regarding the inappropriate sharing of school-related images online should be reported immediately to the Designated Safeguarding Lead.

The school will take appropriate action where images are shared in a way that compromises the safety, privacy or wellbeing of pupils.

### **Mobile Phones and Personal Devices**

Mobile phones can support communication and safety, particularly during educational visits and off-site activities. However, their use must never compromise safeguarding or distract from professional responsibilities.

### **Staff Expectations**

Staff should:

- Store phones in the staff room when working with the children during all contact time.
- Use personal devices only during breaks, non-contact time or in emergencies.
- Ensure personal use does not interfere with their duties.
- Act as positive role models for pupils.

### **Emergency Situations**

If a staff member is expecting an urgent call, arrangements should be made through the school office wherever possible.

Certain members of staff may be authorised to carry mobile phones during the school day to support health, safety and operational requirements.

### **School Mobile Phones**

School-issued mobile phones may be provided for:

- Educational visits.
- Off-site activities.
- After-school provision.
- Situations where staff need to maintain contact with the school office.

School phones must only be used for school business and returned promptly after use.

### **Safeguarding Concerns**

Any concerns regarding:

- Photography or video recording,
- Mobile phone use,
- Social media activity,
- The storage or sharing of images,

must be reported immediately to the Designated Safeguarding Lead (DSL).

All concerns will be recorded and investigated in accordance with the school's safeguarding procedures.

### **Monitoring and Review**

Clarendon Cottage Preparatory School will review this policy annually to ensure it remains effective, compliant with current legislation and reflective of best safeguarding practice.

The school expects all staff, volunteers and pupils to follow this policy to help maintain a safe, respectful and secure learning environment for everyone.

### **Use of Smartwatches & Wearable Devices**

Smartwatches and wearable device technology continues to evolve, these connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many smartwatches, including Apple Watch, now offer internet and e-mail access, alongside the standard functions of messaging, sound recording, access to music and call functionalities.

Clarendon Cottage Prep School recognises that smartwatches and wearable devices can be an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

We aim to:

- Promote, and set an example for, safe and responsible smartwatch and wearable device use.
- Set clear guidelines for the use of smartwatches and wearable devices for pupils, staff, parents and volunteers.
- Support the school's other policies, especially those related to child protection, behaviour, mobile phone and online safety.
- This policy also aims to address some of the challenges posed by smartwatches and wearable devices in school, such as:
  - 1) Risks to child protection
  - 2) Data protection issues
  - 3) Potential for lesson disruption
  - 4) Risk of theft, loss, or damage
  - 5) Appropriate use of technology in the classroom
  - 6) Location tracking

### **Personal Smartwatches and Wearable Devices**

Enhanced functions of many smartwatches and wearable devices cause the most concern and are the most susceptible to misuse. Misuse includes the taking and distribution of images of children (Airdrop), exploitation and bullying. They can also cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. This can lead to impacting an individual's dignity, privacy

and right to confidentiality. Such concerns are not exclusive to children and young people; hence the need to protect the vulnerabilities of all.

It is appreciated that it can be difficult to detect when such devices are present or being used. The use of all smartwatches and wearable devices is therefore limited, regardless of their capabilities.

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their smartwatch or wearable device when children are present/during contact time. Staff keeping their smartwatch or wearable device with them during contact time must ensure their phone is switched off (not silent/vibrate) or in a setting that does not allow for notifications, messaging, call services or camera use. Apple Watches allow for a 'schooltime' feature which turns their device into ordinary time-keeping devices during school hours. <https://support.apple.com/en-gb/guide/watch/apd160a958b7/watchos>

Use of personal smartwatches and wearable devices is restricted to non-contact time, and to areas of the school where pupils are not present such as the staff room and offices.

Staff must secure their smartwatch or wearable device as much as possible, including using passwords or pin codes to protect access to the phone's functions. Failure to do so could result in data breaches.

Staff must report concerns about an adult should this policy be breached – this can be reported through your MyConcern login at <https://login.thesafeguardingcompany.com/> under 'Staff Concern'. You can also report it directly to DSL and/or Headteacher as a Low Level or serious concern depending on the circumstances of the concern.

Staff that fail to adhere to this policy may face disciplinary action.

### **Use of Smartwatches and Wearable Devices by Pupils**

Children may use basic smartwatches and wearable devices e.g. tell the time, measure heart rate and steps. As a phone free setting for children there are no sharing concerns. Any smartwatch or wearable device that are internet-enabled and have cameras are not allowed to be worn in school or on any external activity related to school.

As always, the right to wear a device to school is at the Head's discretion. Should a child be distracted from their studies or using their device to disrupt other's learning they will be banned from wearing one to school and parents will be informed.

Schools are permitted to confiscate phones, smartwatches and wearable devices from pupils under sections 91 and 94 of the Education Act 2002.

<https://www.legislation.gov.uk/ukpga/2006/40/section/94> School staff have the power

to search pupils' electronic devices as set out in the DfE's

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

The DfE guidance allows schools to search a pupil's electronic devices if we have reasons to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. If they are confiscated, parents/carers will be contacted to collect the phone/device.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. Clarendon Cottage Prep School takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

### **Use of Smartwatches and Wearables by Parents, Volunteers and Visitors.**

Parents, visitors and volunteers (including Directors and contractors) must adhere to this policy in the same way as staff when they are on the school site during the school day. This means:

- Not taking photos or recordings of pupils on school grounds or school trips ir when working with pupils.
- Not posting any images/data about the school on social media without consent.
- Parents, visitors and volunteers will be informed of the rules for smartwatches and wearables when they sign in at reception or attend a public event at school.

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

- Use their phone, smartwatch or wearable device to make contact with other parents.
- Take photos or recordings of pupils, their work, or anything else which could identify the pupil. Parents 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 the child on their personal device during the day.

### **Loss, Theft or Damage**

Any person bringing a phone, smartwatch or wearable device to school must ensure that it is appropriately labelled, secured as much as possible, including using passwords or pin codes to protect access to the phone's functions. The school accepts no responsibility for smartwatches and wearable devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.