

Acceptable Use of Mobile Phones, Cameras and Image-Recording Devices Policy

A place where everyone belongs

Our vision: Templars - a place where everyone belongs; where everyone is proud to belong; and where everyone is welcomed, feels safe and strives to achieve their full potential.

Our mission: Every child. Every day. Every chance.

Our values: Care, Respect and Honesty.

DOCUMENT CONTROL

Document status	School operational policy
Policy owner	Headteacher
Operational lead	SBM
Approved by	Headteacher
Approval date	24.8.2026
Effective from	24.8.2026
Review cycle	Every two years
Next review due	September 2028
Earlier review triggers	Changes to legislation, statutory guidance, local arrangements, identified risk or school circumstances
Version	1.0 - standardised cover, September 2026
Availability	school office / staff SharePoint

Safeguarding and equality are considered throughout the implementation of this document.

Safeguarding:

At Templars Primary School, safeguarding and child protection are paramount and we are fully committed to ensuring the welfare and safety of all our children. We believe that safeguarding is the responsibility of all the adults in the school community. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse including bullying. All school staff are vigilant for signs of any pupil in distress and are confident about applying the processes to avert and alleviate any such problems. If any behaviour is a concern in relation to safeguarding Templars Primary School procedures and processes will be followed at all times in accordance with the Child Protection Policy. Any concerns will be referred to the Designated Safeguarding team, these people are identified on safeguarding notices displayed around the school and in information provided to staff.

Statement Of Intent

Templars Primary School intends to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn addressing the following concerns:

- 1) Staff being distracted from their work with children
- 2) The safeguarding of children from inappropriate use of mobile phone cameras

AIM

Our aim is to:

Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

MOBILE PHONES

- Staff are allowed to bring in personal mobile telephones and devices to the school
- All staff must have a coded lock on their mobile phone, that is not shared with others in school.
- Staff bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.
- Staff must not contact current pupils or parents/carers using personal telephone numbers, personal messaging services or personal social media accounts. School-approved communication systems, including the 3CX app, must be used.
- Mobile phones may be switched on but must be stored away during lesson times, unless permission has been granted by the Headteacher to be on silent. They must not be visible to pupils at any time in classrooms, playground or shared phase areas. With the exception of accessing the Authenticator App.
- Personal mobile phone calls may only be taken or made in the event of an emergency.
- Staff ensure that their Line Manager and SBM have an up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff.

- During group outings nominated staff will have access to a mobile phone, which is to be used for essential purposes only.
- Photographs or recordings of pupils taken by staff during school trips or off-site activities must only be taken using school-approved devices, systems or applications and must be handled in accordance with this policy.
- It is the responsibility of all members of staff to be vigilant and report any concerns (or non-compliance to this policy) to the Headteacher.
- Concerns will be taken seriously, logged and investigated appropriately.
- Any concern that a member of staff has used a personal device inappropriately in relation to a pupil or school business must be reported immediately to the Headteacher and managed in accordance with the school's safeguarding, allegations and low-level concerns procedures. Staff must preserve relevant evidence and follow any instructions given by the school, LADO, police or other appropriate authority.
- Where a concern relates to the conduct of a member of staff, the school's procedures for managing allegations and low-level concerns will be followed. The Headteacher will seek advice from the Local Authority Designated Officer (LADO) where the relevant threshold is met or where advice is required.
- Only pupils in Years 5 and 6 are permitted to bring a mobile phone to school. Phones must not be used during the school day and must be handed to their teacher on arrival for secure storage until the end of the day. Reasonable adjustments or individual exceptions may be agreed where required for medical, SEND, safeguarding or other exceptional needs.

Cameras and Image-Recording Devices

Developmental profiles:

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements are an effective form of recording their progression especially in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Upon registration at the school; parents/carers sign consent for photographs to be taken for such purpose.
- Cameras and image-recording devices must not be used in toilets, changing areas or during intimate or personal care, except where expressly authorised for an identified safeguarding or accessibility purpose following an appropriate risk assessment.
- Images of pupils must only be captured using school-approved devices, systems or applications and for an authorised educational or school purpose. Images must be stored within school-approved secure systems and must not be transferred to or stored on personal devices, personal accounts or unauthorised services. Images should only be retained for as long as they are required for the purpose for which they were taken, in accordance with the school's data protection and retention arrangements.
- Photographs are sometimes distributed to members of staff (key workers) to record in children's profiles. Key workers are not permitted to make extra copies of the photographs in any format.

- School equipment is not allowed for personal use of any kind.
- Where photographs or videos are published publicly, including on the school website, social media or in promotional material, pupils will not normally be identified by their full name alongside their image. Any publication of images will be in accordance with the school's data protection arrangements and the permissions recorded for the pupil.

AI-enabled glasses

The use of AI-enabled glasses within the school setting must be carefully managed to ensure the safety, privacy, and dignity of all pupils, staff, and visitors. These devices, which may have the capability to record audio, capture images, or provide real-time data and prompts, must not be used to record or transmit information without explicit consent and prior approval from the school leadership team. Their use is strictly prohibited in sensitive areas such as toilets, changing rooms, and medical spaces. Where AI glasses are used to support learning or accessibility, this must be risk assessed and aligned with safeguarding, data protection, and behaviour policies, ensuring compliance with relevant legislation including the UK General Data Protection Regulation (UK GDPR). Any misuse of such technology will be treated as a serious breach of school policy and may result in disciplinary action.

Website/ Newspaper

- Photographs may only be downloaded by the class teacher or teaching assistant.
- Photographs may only be uploaded to the secure website by the teacher only.
- Upon registration at the school, parents/carers sign consent for photographs to be taken for the school website or for the newspaper. If consent is withheld such photographs are not published of the individual child concerned.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.
- If one parent expresses an objection to photographs/or filming being taken at an event such as assemblies, celebrations etc, then no photographs will be allowed by any parents. An opportunity will be given at the end of the event for all parents to take individual photographs of their own child/ren only.
- Where photographs or videos are published publicly, including on the school website, social media or in promotional material, pupils will not normally be identified by their full name alongside their image. Any publication of images will be in accordance with the school's data protection arrangements and the permissions recorded for the pupil.

Parents/Carers at Events

- Where parents or carers are permitted to take photographs or recordings at a school event, these must be for personal use only. Parents and carers must respect the privacy of other children and must not publish or share images or recordings



containing other pupils on social media or other public platforms without appropriate permission.

- The school reserves the right to restrict or prohibit photography or recording at any event where this is necessary for safeguarding, privacy or other legitimate reasons.
- The Headteacher will ensure that appropriate safer-working arrangements are in place for professional photographers, including identity and credential checks, appropriate supervision and any DBS check for which the individual and role are legally eligible.

EXTERNAL PHOTOGRAPHERS

Where an external or professional photographer is engaged by the school:

- parents/carers will be informed where appropriate;
- professional photographs will only be taken and used in accordance with the school's privacy information, identified lawful basis and the permissions recorded for each pupil.
- the photographer's identity and credentials will be checked;
- appropriate safeguarding arrangements and supervision will be in place;
- the purpose for which photographs or recordings may be taken and used will be clearly agreed; and
- appropriate contractual and data protection arrangements will be in place regarding the collection, use, storage, sharing and disposal of images.

External photographers must not have unsupervised access to pupils unless this has been specifically authorised and all necessary safeguarding requirements have been met.