



LLOYD WILLIAMSON  
FOUNDATION

**The**  
**Lloyd Williamson**  
**Schools**

**Media**  
**Policy:**

**Mobile Telephones and Cameras**

**2021-2022**

## Use of Mobile Telephones

1. Children should not bring mobile telephones to school. Parents should discourage pupils from bringing mobile phones to schools on the grounds that they are valuable and may be lost or stolen. Where parents *need* their child to bring a mobile phone to school (e.g. for those children who are walking home by themselves), they do so entirely at their own risk. The school accepts no responsibility for any loss or damage whilst the phone is on or off school premises.
2. When a pupil does bring a mobile phone to school, the phone must remain switched off during the school day. It must be handed in to staff and not available to the student. It may not be used, for any purpose, on school premises, the Venture Centre, or during off-site school trips or activities (such as swimming, sports activities or other trips away from the school). The only exception to this would be with the express approval of a member of school staff. The Co-Principals may, at their discretion, allow any member of staff to approve such requests.
3. Where a school pupil is found by a member of staff to be using a mobile phone, as above, for any purpose, the phone will be confiscated from the pupil and returned to the parent, guardian or carer. Where this is not possible on the day, the mobile phone will be returned to the child and the parents will be informed of the misuse as soon as is practicable. The phone may be confiscated for 48 hours.
4. The school will treat breaches of this policy as they would treat any other breach of school rules or staff discipline policy.
5. Staff working in the main school are not permitted to use mobile phones whilst carrying out any duty that involves supervision or contact with children (with the exception of trips and visits where use is permitted to facilitate the health and safety of the members of the party, which should be, where possible, in full view of other members of staff on the trip or visit).
6. Staff working in the school are not permitted to have a mobile phone on their person at any time when they are in any room. The only exception to this is: the staff room, Co-Principals' Office, the Back Office. Mobile telephones must be kept switched off in a personal bag, at the owners risk, in the locker provided to all staff. When on trips or visits, a mobile telephone may be used by a nominated senior member of the Nursery team to facilitate the health and safety of the members of the party but must only be used in emergencies and, where possible, in full view of other members of staff on the trip or visit.
7. No member of staff in any department of the school is allowed to take photographs or video footage with a mobile telephone, for any reason, when in charge of children on school premises, the Venture Centre, or during off-site school trips or activities (such as swimming, sports activities or other trips away from the school). Photographs may only be taken in line with the Camera Usage Policy.
8. School i-phone. The school owns an iphone for the purposes of logging Covid test and trace results. At the co-principal's discretion, and in full view of at least 2 members of staff, this

phone may be used to take photos (eg in lego club). It must be returned to the Office at the earliest opportunity.

This policy applies to all aspects of the school, including out of hours provision (e.g. After School Club and clubs run by staff and outside providers, e.g. Karate).

## Camera Use

### Aims

Staff at The Lloyd Williamson Schools and Early Years Departments/Nurseries aim to use photographs and cameras for:

- Assessment, planning and recording
- Observation tools
- Information for visitors and parents
- Training purposes
- Language extension
- Teaching and learning resources

### Use of Photographs

Photographs are used extensively throughout the Schools for a variety of purposes. Generally staff take photographs of the children throughout the year to capture a particular example of play or something that a child has achieved. In addition we use photographs for:

Photographs	Purpose
Displays of children's work	<i>A record of ideas and topic references for future use</i>
Examples of children's play	<i>As a part of an individual child's profile given to parents at the end of the year.</i>
Classroom areas	<i>To show the range of activities for visitors and parents</i>
School Prospectus and Parents Handbook	<i>To explain the work of the school to current and prospective parents and also visitors</i>
Special events and festivals	<i>As a record of the school year and for children and parents to look at and talk about</i>
Birthday display	<i>Used as a class resource for talking about birthdays, months of the year etc</i>
Photographic maps of the school and local environment	<i>A resource for topic work usually focused in on Knowledge and Understanding of the World</i>
From home in the All About Me topic	<i>To act as a link between home and school</i>
Children's own photographs	<i>Children take photographs at school often on the digital camera, to gain experience in using technology</i>

Camcorders are also occasionally used in the schools usually for the purpose of recording school concerts or other such events like Sports Day, Graduation etc.

## **Points to Consider**

We are aware of the need for sensitivity when taking photographs or digital camcorder footage and observe the following:

- The child does not object to having his/her photograph taken
- Photographs are used to show positive issues (e.g. a piece of work that the child has worked hard on or is pleased with, children/staff being co-operatively)
- We are inclusive so that gender, race, Special Educational Needs, and differing abilities are reflected in a balanced way
- There may be cultural issues of which we need to be aware when taking photographs of children from different ethnic minority groups
- Parents give permission (have filled in a consent form) for staff to take photographs and can object in writing to the Co-Principals
- We do not allow people outside of the school (other than recognised parents from the school) to take digital pictures or camcorder footage.

Where photographs, videos or even samples of children's work are to be displayed outside school we seek parental permission for this to happen (see consent form).

Examples of this are the school website, school newsletter, newspaper reports, publicity or exhibitions of children's work.

Students visiting professionals or researchers who need to take photographs or videos as part of their work, are made aware of the need for confidentiality and that children will not be named or identified in any other way.

Parents are made aware of our use of cameras, and the location of this policy through the Parents Handbook and have the opportunity to voice any concerns at any time.

## **Parents Photographing and Videoing Children at School**

Parents may take photographs of school events subject to ordinary courtesies such as not obscuring the view of other audience members or distracting the children.

It is, however, important to note (and to advise parents if necessary) that photographs and/or camcorder footage should not be published in print or digitally (e.g. on third party websites) without the approval of the parents of all the children featured in the photograph/video. This applies both to individuals and to schools. Addresses and/or any other personal information should never be published in association with photographs.

**Updated November 2021**

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***Co-principal***

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