



DEAN CLOSE
PRE-PREPARATORY SCHOOL
CHELTENHAM

**Independent and Co-educational
Pre-Preparatory School**

**Mobile Phone, Smart Device and Photography Policy –
Parent Version
(PP322)**

Registered Charity No: 1086829

Date of Issue: April 26
Review Date: September 26
Owner: Head

DEAN CLOSE PRE-PREPARATORY SCHOOL

MOBILE PHONE, SMART DEVICE AND PHOTOGRAPHY POLICY

1. Purpose and Scope

Dean Close Pre-Preparatory School is committed to safeguarding and promoting the welfare of all children. The use of mobile phones, smart devices, cameras and similar technology must therefore be carefully managed to protect children's privacy, wellbeing and safety.

Children of this age rarely own a mobile phone, however, the school operates as a mobile-phone-free environment for pupils throughout the entire school day, including lessons, breaktimes, lunchtime, morning and evening creche times and during transitions around the school.

This policy sets out how mobile phones, cameras and similar devices are used safely in school, in line with national safeguarding guidance.

This policy applies to everyone in the school community, including staff, pupils, parents, visitors and volunteers.

It applies both on the school site and when representing the school off-site, including educational visits.

2. Definition of Devices

For the purposes of this policy, mobile phones and smart devices include any device that can take photos, record video or audio, or access the internet.

3. Mobile Phone Use

3.1 Pupils

Dean Close Pre-Preparatory School operates as a mobile-phone-free environment for pupils. Pupils are not permitted to bring mobile phones or smart devices to school.

This includes:

- mobile phones
- smart watches with messaging or internet capability
- devices capable of recording images or video.

This approach supports pupils' safety, wellbeing, focus and positive social interaction during the school day.

If a pupil is found to have brought a device to school:

- the device will be safely held by staff
- parents will be informed

3.2 Staff

Staff do not use personal mobile phones or devices around children.

Any necessary use of devices is strictly controlled and carried out in line with safeguarding procedures.

3.3 Parents, Visitors and Contractors

To protect children's privacy and safety:

- Parents and visitors are asked not to use mobile phones in areas where children are present, unless necessary.
- Visitors and contractors should avoid using mobile devices in areas where children are present.

Where visitors require the use of a mobile phone for legitimate purposes, this should be discussed with a member of staff.

4. Camera and Photography Use

4.1 Staff Use of Cameras and Devices

Staff do not use personal phones or personal cameras to photograph or record children. Only school-owned devices (such as school cameras or iPads) may be used to capture images or video for educational purposes, including:

- learning documentation
- assessment and observation
- school communications
- approved promotional materials.

Images must:

- be stored securely on the school's systems
- not be kept on personal devices

4.2 Pupils

Pupils may take photographs only:

- using school devices
- for educational purposes
- under direct staff supervision.

Images must remain within the school's secure systems.

4.3 Parents and Visitors

Parents and carers may only take photographs or videos at specific school events where permission has been granted.

Visitors are not permitted to photograph or record children at any time.

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4.4 External Photographers

External photographers (for example school photography companies) will be treated as visitors.

They follow the school's safeguarding procedures and are supervised by staff at all times.

5. Consent and Data Protection

Written parental consent will be obtained for:

- photographs used in assessment or observation
- photographs used in school publications (e.g. Snippets)
- photographs used on the school website, prospectus or promotional materials.

Parents may withdraw consent at any time.

The school will respect parental decisions and ensure systems prevent unauthorised use. Images of children will not be used alongside full names or identifying personal information.

All images are handled in line with data protection requirements.

6. School Events and Performances

6.1 Parent Photography

Parents and carers may take photographs or videos of their own child at designated events (for example plays or sports days) for personal family use only.

We ask parents **not** to share images online where other children may be visible or identifiable.

6.2 Communication Before Events

Before events where photography is permitted, the school will remind parents of the following:

"Photographs and videos of school events are for personal family use only. Please do not share images online where other children may appear. Some children have specific safeguarding needs regarding photography, and we ask for your cooperation in respecting this."

6.3 School Discretion

In some circumstances, the school may need to restrict photography or filming for safeguarding or safety reasons.

7. Safeguarding and Confidentiality

Any concerns about the use of mobile phones, smart devices or images will be taken seriously.

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

The school will respond appropriately in line with safeguarding procedures.

8. Education and Awareness

Children are taught about online safety and responsible use of technology in an age-appropriate way.

J Cowling
Head