7h. Mobile Phone & Photography Policy

Ratified

1.Statutory Policies	**Part 2**
ISI	Part 3 Health and Safety
Author Led	Headmaster / SENCO
Date of Review	November 2026
Next Review	August 2027
Comment	Annual Review
Website	Yes

Rationale and Policy Framework

This policy has been informed by the principles and expectations set out in the UK Department for Education's guidance on mobile phones in schools and Keeping Children Safe in Education (KCSIE). It reflects the importance of maintaining a safe, focused learning environment in which students are protected from inappropriate device use, online harm and the unauthorised taking or sharing of images and recordings.

BISC strongly discourages students from bringing mobile phones to school and operates a mobile-phone-free environment throughout the official school day, including lessons, transitions, breaks, lunchtimes, assemblies and other school activities. Where parents consider a phone necessary for travel or communication, it must be handed in on arrival and collected in accordance with this policy.

These arrangements protect students' privacy, dignity and wellbeing and ensure that members of the school community are not photographed, filmed or recorded without appropriate permission.

This policy should be read alongside the BISC Internet Safety and Acceptable Use Policy, BYOD Policy, Behaviour Policy, Safeguarding and Child Protection Policy and Staff Code of Conduct.

Bringing and Handing In Mobile Phones

BISC strongly discourages parents from providing their children with mobile phones for use or possession at school. Parents should carefully consider whether their child genuinely needs to bring a phone onto the premises.

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Where a phone is considered necessary for travel or communication:

- It must be switched off before being handed in.
- It must be handed to the designated collection point at the Block C gate immediately upon arrival.
- It will be stored securely for the duration of the school day.
- Students must not retain phones in their pockets, bags, lockers or elsewhere on the premises.

These arrangements apply to all students, including Sixth Form.

BISC will take reasonable precautions to store phones securely while in its care. However, the school cannot accept responsibility for loss, theft or damage to personal devices brought onto the premises. This is an additional reason why parents are strongly discouraged from sending students to school with mobile phones.

Mobile Phone Access During the School Day

Students must not access or use mobile phones during the official school day, including lessons, transitions, breaks, lunchtimes, assemblies and other school activities.

Where a student has a genuine need to contact a parent, guardian or another individual, permission must first be obtained from a member of SLT or the Office Manager.

Where permission is granted:

- The authorising member of staff will accompany the student to the Block C gate and supervise the call or message.
- The phone must then be returned to the designated collection point.
- The student must return to their lesson or scheduled activity.

This arrangement is intended for emergencies, urgent family circumstances or other serious situations where direct contact is appropriate, not routine communication.

End-of-Day Collection and Use

Students may collect their phones from the Block C gate from 3pm, once the official school day has ended.

Phones may then only be used in the designated seating area adjacent to the gate, allowing students to contact parents, guardians or drivers, confirm collection arrangements and organise their journey home.

Students must:

- Remain in the designated seating area while using their phones.
- Not take phones back into the main school site or access other school facilities while carrying them.
- Leave the premises once their departure arrangements have been confirmed.

A member of staff will supervise the area and student behaviour but cannot monitor individual device content or activity.

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After-School Activities and School Transport

School-organised after-school activities

The mobile-phone-free requirement continues during all regular school-organised activities, including academic interventions, supervised study, ECAs, sporting fixtures and competitions.

Phones must remain securely stored throughout these activities. Students may collect them only once the activity has finished and they have been released by the supervising member of staff.

School bus journeys

Students may retain and use personal mobile phones during school bus journeys. BISC recognises that parents may provide phones for communication and reassurance during travel.

Students must behave responsibly when using devices on school transport. Any concerns or incidents reported to or identified by the school will be addressed through the relevant behaviour and safeguarding procedures.

Mobile Phone Use at Designated After-School Events

For exceptional designated school events outside of the typical day to day school activities, (e.g. Speech Day, The Winter Fair, International Day) the member of SLT overseeing the event may at their discretion allow students to access or use their phones.

Permission applies only to that event and may be withdrawn at any time.

Permission to use a phone also does not automatically permit photography, filming or recording. Again, this is at the discretion of the member of SLT overseeing the event.

Photography, Filming and Recording

Students are strictly prohibited from taking photographs, filming or making audio or video recordings of other people anywhere on school premises during the official school day, unless specifically authorised by SLT.

This applies to all devices and equipment, including:

- Mobile phones.
- Smartwatches and other wearable technology.
- Personal tablets and laptops.
- Cameras and other recording equipment.

The prohibition applies whether recording is carried out openly or discreetly, and regardless of whether the material is subsequently shared.

Exceptions may be granted by SLT for authorised educational or school activities, such as graduation or designated performances.

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Recording members of staff

Unauthorised or non-consensual audio or video recording of a member of staff is considered a particularly serious breach of this policy.

Such incidents will be treated as serious disciplinary matters, reflecting the importance of protecting staff privacy, dignity and professional standing. They may attract significantly more severe sanctions than those normally applied to unauthorised recording, including an extended period of external exclusion.

The Headteacher will determine the appropriate sanction following investigation, taking account of the circumstances, seriousness and any safeguarding considerations.

BISC adopts a zero-tolerance approach to unauthorised photography, filming and recording to ensure that students and staff are protected from being recorded without their knowledge or appropriate permission.

Smartwatches, Wearable Technology and Other Personal Devices

To prevent students from circumventing the school's mobile phone restrictions, smartwatches and other communication-enabled wearable devices are not permitted to be worn or used by students during the official school day.

Smart glasses and wearable computers are strictly prohibited on school premises under all circumstances and for all individuals. This prohibition applies to students, staff, parents, guardians, visitors and contractors. It includes, but is not limited to, camera glasses, AI glasses, smart glasses and

any eyewear incorporating cameras, microphones, audio or video recording, computing or communication technology. No exceptions or permissions will be granted.

The restrictions on photography, filming and recording in this policy also apply to personal tablets, laptops, cameras and any other devices capable of capturing audio, images or video. Students must not use these devices to photograph, film or record other people without specific school authorisation.

Any medical or disability-related requirement for wearable technology other than smart glasses or wearable computers must be agreed in advance with the school. Such exceptions must be documented and communicated to relevant staff.

Staff Use of Mobile Phones and Personal Devices

Staff are expected to model appropriate and responsible device use.

- Personal phones should not be used for personal purposes while teaching, supervising students or undertaking duties requiring their attention.
- Personal use should generally be restricted to designated breaks and appropriate staff areas.
- Staff must not use personal phones to photograph, film or record students.
- Personal messaging applications or phone numbers must not be used to communicate directly with students unless specifically authorised under an agreed school procedure.
- Photography or recording for school activities must use school-authorised devices and follow the school's image consent and safeguarding procedures.
- Phones may be used where necessary for legitimate professional purposes, including emergencies, safeguarding or operational communication.

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Staff must also follow the Staff Code of Conduct, Safeguarding and Child Protection Policy and Acceptable Use Policy.

Visitors and Parents

Parents, guardians and visitors must respect the school's mobile phone and photography arrangements.

Mobile phones should not be used on school premises. Parents and visitors must not photograph, film or record students or staff without the school's express permission.

Smart glasses and wearable computers, including camera glasses and AI glasses, are strictly prohibited on school premises for all individuals, without exception. This applies equally to students, staff, parents, guardians, visitors and contractors.

At designated school events, the school may issue specific instructions regarding mobile phone use and photography. Any permission granted applies only to that event and does not override the prohibition on smart glasses and wearable computers.

The school may require visitors or parents to stop using their devices or leave the premises where these expectations are not followed.

Parental Responsibility and School Safeguarding Responsibilities

By providing their child with a mobile phone and permitting them to bring it onto school premises, parents and guardians acknowledge and accept responsibility for overseeing their child's use of personal devices. This includes monitoring content, applications, social media activity and online communications.

Parents and guardians acknowledge that BISC cannot reasonably be expected to monitor individual device use or content, particularly where students use mobile data, personal applications or external networks. This applies during school bus journeys and after phones have been collected at the end of the school day.

However, while students remain on school premises and within the school's care, BISC retains responsibility for appropriate supervision, maintaining a safe environment and responding to observed or reported safeguarding concerns.

Concerns arising from mobile phone use, including inappropriate images, online bullying, harassment or harmful communications, will be referred to the DSL and managed under the school's safeguarding procedures.

Breaches and Sanctions

Breaches of this policy will be taken seriously. The following minimum sanctions will normally apply:

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Failure to hand in a mobile phone

Where a student fails to hand in their phone on arrival and is subsequently found with it during the school day:

- Any member of staff may confiscate the phone immediately.
- The phone must be handed to a member of SLT for secure safekeeping.
- The student will receive a C4 behaviour sanction.
- The phone must be collected in person by a parent or legal guardian. A driver, family assistant or other representative is not considered sufficient.

Repeated failure to hand in a mobile phone will result in escalating disciplinary sanctions.

Concealment and deliberate deception

Deliberate attempts to conceal a mobile phone, circumvent the school's arrangements or mislead staff will be treated as an aggravating factor and may result in more serious sanctions. Examples include:

- Handing in a second or dummy phone while retaining the student's actual phone.
- Handing in another student's phone as a substitute.
- Concealing a phone in clothing, bags, lockers or other locations.
- Deliberately misleading staff about whether a phone has been brought onto the premises.
- Any other attempt to circumvent or undermine the school's mobile phone arrangements.

Such behaviour will be treated as deliberate non-compliance rather than an accidental failure to follow the hand-in procedure. Repeated or particularly deliberate incidents may result in external exclusion.

Screening and checks

Where there are reasonable grounds to believe that a student has deliberately failed to hand in a mobile phone or is attempting to conceal a device, the school may take appropriate steps to establish whether the student is complying with this policy. This may include screening using a handheld metal-detecting device, subject to the school's approved procedures and applicable legal requirements.

Any screening or search of a student's belongings or person must be conducted in accordance with the school's authorised procedures, safeguarding requirements and applicable law.

Unauthorised photography, filming or recording

Any student found taking photographs, filming or making audio or video recordings on school premises during the official school day without authorisation will receive a minimum one-day external exclusion.

Sharing or distributing unauthorised images or recordings

Any student found sharing, distributing or transmitting a photograph, video or recording taken on school premises in breach of this policy will receive a minimum two-day external exclusion.

This applies whether shared publicly or privately, including through Snapchat, WhatsApp, Instagram, TikTok or any other social media or messaging platform. The sanction applies regardless of the student's stated intention or whether the individuals involved consented to the recording.

Particularly serious breaches

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Unauthorised or non-consensual audio or video recording of a member of staff will be treated as a particularly serious breach and may result in more severe consequences, including an extended period of external exclusion.

These are minimum sanctions under normal circumstances. All incidents will be investigated, and the Head of School in consultation with the Headmaster will determine the appropriate response, considering the circumstances, seriousness, individual circumstances and any safeguarding considerations. More serious consequences may be imposed where appropriate.

Incidents involving potential safeguarding concerns, including the creation or distribution of inappropriate images, will also be referred to the DSL and managed under the school's safeguarding procedures.

Medical, Disability-Related and Exceptional Circumstances

BISC recognises that some students may need access to a mobile phone or other personal device for medical, disability-related, safeguarding or other exceptional reasons.

Parents or guardians must contact the school in advance to agree appropriate arrangements.

Any exception will be documented and communicated to relevant staff. Students must follow the specific arrangements authorised by the school.

Review and Related Policies

This policy will be reviewed annually to ensure it remains appropriate and consistent with the school's safeguarding and behaviour expectations. It should be read alongside:

- Internet Safety and Acceptable Use Policy
- BYOD Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct

Acceptance

All students, parents and staff automatically accept the guidelines / stipulations of this policy by their attendance at BISC. This policy is published on the school's website to ensure there is no ambiguity about the school's expectations in this area.

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