

Mobile Phone, Photography and Media Consent Policy

Aim

The aim of this policy is to set clear expectations for mobile phone use, personal devices, photography, video recording, media consent, social media boundaries and professional communication at Brighton International Academy. It supports student safety, effective supervision, confidentiality, privacy, professional conduct and respectful communication with families.

Scope

This policy applies to all staff, students, parents/guardians, volunteers, visitors, contractors and adults working with or on behalf of Brighton International Academy. It applies on the school site, during arrival and dismissal, school activities, trips, events, bus supervision and any school-related context where mobile phones, photographs, recordings, social media or school communication may be used.

Policy Statement

Brighton International Academy recognises that mobile phones and school communication can support safe school operations. However, personal device use, unauthorised photography, informal messaging and social media activity can create safeguarding, confidentiality, supervision and reputational risks. All use of phones, photographs, videos, media content and school-related communication must be safe, professional, transparent, authorised where required and consistent with school procedures.

Key Principles

- Student safety, supervision, dignity and privacy must always come first.
- Staff must keep personal phones away from students during teaching, supervision and duty time.
- Students must hand in mobile phones according to school procedure and must not use them during the school day unless authorised.
- Photographs and videos of students must only be taken, stored and used through approved school procedures and with the correct media consent.
- Staff must not use personal accounts or personal numbers to communicate privately with students.
- School-related posts, images and videos must be authorised, respectful and checked against consent records.
- Any concern involving a phone, image, recording, message or social media post must be reported promptly to the Principal/DSL or a DDSL.

Roles and Responsibilities	
Role	Responsibility
Principal / DSL - Ms. Eman Omar	Oversee implementation, approve serious exceptions, respond to safeguarding or professional conduct concerns, and ensure records and reporting routes are followed.
DDSLs	Support the DSL, receive concerns, advise staff and help ensure student safety where device use, images or communication create risk.
Senior Leaders / Heads of Section	Monitor daily implementation, ensure staff follow expectations and support consistent action where concerns or breaches arise.
Teachers and Teaching Assistants	Supervise students, keep personal phones away from children, use approved school channels only, protect student information and report concerns.
Floor Monitors / Assigned Staff	Collect, store and return student phones where required and report unauthorised use or repeated breaches.
Students and Parents/Guardians	Follow school phone, communication and media consent procedures, use approved school routes and report concerns promptly.
Visitors, Volunteers and Contractors	Keep phones away while working near students, do not photograph or record students, and follow staff instructions at all times.

Student Mobile Phone Procedure	
Area	School expectation
Arrival	Students who bring a mobile phone to school must hand it in at the start of the day to the assigned staff member or floor monitor.
Storage	Phones must be stored securely in the agreed location. Students must not keep phones in pockets, bags, toilets, playgrounds, corridors or classrooms unless specifically authorised.
During the school day	Students are not permitted to use mobile phones on school premises during lessons, break, lunch, toilet visits, corridors, activities or dismissal waiting time.
Collection	Phones are returned at the end of the school day according to the agreed collection routine.

Exceptions	Any exception for medical, safety or agreed personal reasons must be approved by a senior leader, Principal/DSL or authorised staff member and recorded.
Unauthorised use	The phone may be collected by staff, stored securely, parents may be informed and the matter may be managed under the Behaviour Policy and safeguarding procedures where needed.

Staff Mobile Phone and Personal Device Expectations	
Area	Expectation
During lessons, supervision and duty	Personal phones must be switched off or on silent and kept away from students. They must not distract from teaching, supervision or care of students.
Permitted limited use	Staff may use personal phones during break times in staff-only areas where no children are present, at dismissal where authorised for operational reasons, or in an emergency.
Emergency use	Any emergency use must be necessary, proportionate, reported to a senior leader/DSL and recorded where relevant.

Photography, Video Recording and Media Consent	
Requirement	Procedure
Consent first	A signed media consent form must be obtained and checked before any student photograph, video recording or publication takes place.
School accounts	Only school-approved accounts and platforms should be used for official photography, recording, upload, storage or publication.
Respect and dignity	Images must be appropriate, respectful and culturally sensitive. Students must not be photographed in vulnerable, medical, disciplinary, emotional or private situations.

Withdrawal of consent	If consent is withdrawn, the school will take reasonable steps to stop future use and remove content from school-controlled platforms where possible.
Events and parent recording	Visitors and parents must follow school instructions at events and must not record or publish images of other students without permission.

Social Media and Professional Communication	
Area	Expectation
Personal accounts	Staff must not post confidential school information, student information, parent information, safeguarding matters, internal concerns or school images on personal accounts.
Students	Staff must not add, follow, message or communicate with current students through personal social media accounts or private messaging platforms.
Parents/guardians	Staff must maintain professional boundaries and use approved school communication routes for school matters.
Official school accounts	Only authorised staff may post on official school accounts. Posts must be accurate, respectful, consent-checked and approved through the school process.
Reputation and conduct	Staff must not publish content that may bring the school into disrepute, undermine safeguarding culture, target colleagues or families, or breach professional standards.

Visitors, Volunteers, Contractors and External Providers

- All visitors, volunteers and contractors must follow sign-in, identification and supervision procedures.
- Personal phones must not be used to photograph, film or record students, staff or school activities.
- Where a visitor requires a device for work purposes, use must be authorised and must not compromise student privacy or supervision.
- Any concern about device use by a visitor or contractor must be reported to the supervising staff member and the DSL/DDSL immediately.

Confidentiality and Data Protection

- Passwords and access codes must not be shared with students, parents, visitors or unauthorised staff.
- Lost devices, accidental sharing, unauthorised access or suspected breaches must be reported immediately to the Principal/DSL and HR where relevant.
- Where a breach may place a child at risk, the DSL/DDSL must be informed immediately and safeguarding procedures must be followed.

Breaches, Reporting and Follow-Up

Situation	Action
Student uses a phone without permission	Collect the device if safe, store securely, inform the class teacher/senior leader, record if required and inform parents for repeated or serious incidents.
Student records or shares an image	Report to the DSL/DDSL immediately. Do not view, copy, print or forward images unnecessarily. Follow safeguarding and behaviour procedures.
Staff device misuse or boundary concern	Report to the Principal/DSL. If the concern involves the Principal/DSL, report to the CEO/Board route in the Whistleblowing Policy.
Social media post involving students or school	Preserve basic details without spreading the content, report to a senior leader/DSL and request removal where appropriate.
Confidentiality or data breach	Report to the Principal/DSL and HR where relevant. If a student may be at risk, follow safeguarding procedures immediately.

Related Policies and Documents

- Child Protection and Safeguarding Policy
- Confidentiality, Privacy and Whistleblowing Policy
- Data and Privacy Policy
- Teaching and Non-Teaching Staff Code of Conduct
- Student Behaviour, Psychological Support and Disciplinary Policy
- Anti-Bullying Policy
- Media Consent Forms

Policy Management and Review

Area	Details
Policy Created By:	Sairoze Tarmohamed
Reviewed by:	Principal - Ms. Eman Omar
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