

# Mobile Phone and Camera Policy

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## **Introduction**

Mobile phone and camera technology has become more sophisticated over recent years and will continue to evolve. Wireless connections in particular extend the capabilities of mobile phones further and allow access to new content and services, such as the internet, social networking sites and instant messaging. Most mobile phones offer camera, video and audio recording as standard.

Mobile phones/cameras alongside other technologies aim to change the way we communicate. The speed of communication will often provide security and reassurance; however, as with any other form of technology, there are associated risks. Students and staff must be encouraged to understand such risks to enable them to develop the appropriate strategies which will keep them safe.

As with online safety issues generally, risks to children and vulnerable adults should be broadly categorised under the headings of:

- ▶ Content
- ▶ Contact
- ▶ Conduct
- ▶ Commerce

These issues are to be managed by reducing availability, restricting access and increasing awareness of possible dangers. While children and vulnerable adults are more vulnerable BADA feels it is important to ensure all students are protected from inappropriate use of mobile devices and cameras.

This policy makes most references in relation to BADA's Midsummer Conservatory Program but this does not discount its relevance for all BADA's programs that have participation from adults.

Acceptable use and management of mobile phones/cameras is therefore to be agreed by all involved with BADA and in particular the Midsummer Conservatory Program (MCP). There is to be a clear expectation that the personal use of mobile phones is to be limited to specific times and uses. Safe and secure storage facilities are to be made available to store personal belongings as necessary.

Under no circumstances are images, video or audio recordings to be made without prior clear written consent by the Designated Safeguarding Lead who will assess the safety of the students and set out agreed guidelines before granting any permission.

## **Policy Aims**

The aim of the Mobile Phone and Camera Policy is to protect all BADA students, particularly children and vulnerable adults, from harm by ensuring the appropriate management and use of mobile phones/cameras by all individuals who come into contact with students at BADA and particularly in the setting of the Midsummer Conservatory Program, including fellow students.

It should also be recognised that alongside the potential risks, mobile phones/cameras continue to be effective communication tools.

As the Midsummer Conservatory Program students are only on the BADA program for three weeks, BADA aims to demonstrate this balance of positives and risks associated with mobile phone and camera as far as is reasonably practicable. This is in conjunction with BADA's safeguarding policy and procedures.

## **Scope**

The Mobile Phone and Camera Policy will apply to all individuals who are to have access to and/or users of personal and/or work-related mobile phones within the broadest context all BADA Programs with particular reference made to the MCP. This will include children and vulnerable adults, parents and carers, BADA staff and teachers, volunteers, students, board members, visitors, St Johns College Staff and contractors. This list is not exhaustive.

## **Policy Statement**

It is to be recognised that it is the enhanced functions of many mobile phones that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse include the taking and distribution of indecent images, exploitation and bullying.

It must be understood that should mobile phones be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children and vulnerable adults, so the needs or vulnerabilities of all must be respected and protected.

Mobile phones and cameras will also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others.

It will often be very difficult to detect when mobile phones/cameras are present or being used. The use of all mobile phones/cameras needs to be effectively managed to ensure the potential for misuse is to be minimised.

During the MCP, designated 'mobile/camera free' areas should be identified and all staff, students and visitors should be made aware of these areas. The areas which should be considered most vulnerable include;

- ▶ Private Bedroom areas of others
- ▶ Toilets and Bathrooms

## **Code of conduct**

This code of conduct should be promoted with the aim of creating an informed environment where staff work together to safeguard and promote positive outcomes for the students, children and vulnerable in their care.

All BADA staff and faculty will:

- ▶ Be aware of the need to protect children from harm.
- ▶ Have a clear understanding of what constitutes misuse of mobile phones and cameras.
- ▶ Know how to minimise risk of these devices being used inappropriately.
- ▶ Be vigilant and alert to potential warning signs of misuse by staff or students.

- ▶ Avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- ▶ Understand the need for professional boundaries and clear guidance regarding acceptable use of mobile phones and cameras.
- ▶ Be responsible for the self-moderation of their own behaviour.
- ▶ Be aware of the importance of reporting concerns immediately to the Designated Safeguarding Lead.

Additionally, it is also important that BADA staff, faculty and students recognise the limitations on imposing rigid regulations and/or 'bans' on the actions of others and that they are counterproductive and should be avoided. Such imposition will lead to a culture of suspicion, uncertainty and secrecy. An agreement of trust is therefore to be promoted regarding the carrying and use of mobile phones and cameras during the Midsummer Conservatory Program rather than stipulating a complete ban on the devices.

This agreement of trust should be agreed by all connected to the Midsummer Conservatory Program, including all students and adults.

### **Staff Policy and Procedures**

Clearly defined policies and procedures will aim to ensure effective safeguarding practices are in place to protect children and vulnerable adults from harm and exposure to behaviours associated with misuse. The need to ensure mobile phones will not cause unnecessary and/or unsafe disruptions and distractions in the workplace are also to be considered.

#### *Personal Mobile Phone/Camera:*

The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided; except where it is explicitly agreed by the The Programme Support & Student Welfare Officer (the Designated Safeguarding Lead) or Facilities & Compliance Manager (the Deputy Designated Safeguarding Lead). Such authorised use is to be monitored and recorded. All mobile phone/camera use is to be open to scrutiny and the Designated Safeguarding Lead or Facilities & Compliance Manager is able to withdraw or restrict authorisation for use at any time if necessary.

All personal use of mobile phones by staff or faculty on the MCP is to be limited to allocated lunch and/or tea breaks, unless it is to be otherwise agreed by the Designated Safeguarding Lead. Such authorised use is to be monitored and any misuse should be reported to the Designated Safeguarding Lead who will follow disciplinary procedures to address the issue. Safe and secure storage facilities are available to store personal phones and camera as required.

Faculty, Masterclass guests and Staff are permitted to carry their mobile phones about their person; however, they must be asked not to use their own personal mobile phones for contacting children and vulnerable adults, parents and carers. If it is necessary, it must be with the explicit consent of both the Designated Safeguarding Lead or the Dean and the parent or carer; unless it is considered an emergency. Care is to be taken to ensure that work mobiles are not to be exploited in a similar way.

All who have contact with the MCP, including parents, carers, visitors and contractors should be respectfully advised that their mobile phones/cameras are not to be used in designated mobile

texts to be taken or made, efforts should be made to avoid any unnecessary disturbance or disruption to the students.

All individuals who are to bring personal devices into the Program must ensure that they hold no inappropriate or illegal content.

#### *Work Mobile Phone/Camera:*

The Midsummer Conservatory Program seeks to use a designated work mobile (kept by the Designated Safeguarding Lead) and camera. This is considered to be the safest choice but also is;

- ▶ An effective communication tool enabling text, email messages and calls to be made and received.
- ▶ An essential part of the emergency toolkit which is to be taken on short trips and outings.
- ▶ A back-up facility should landline facilities be unavailable – or where contact needs to be made outside of operational hours.

Only authorised individuals, which include the Dean, the Program Chaperones and the Designated Safeguarding Lead, should have access to the work mobile, which is to be password protected and to be stored securely when not in use. All use is to be monitored by the Designated Safeguarding Lead, whose own use of the work mobile is to be subject to monitoring by the Dean. Material held on the work mobile or camera should only ever be downloaded on a works computer, never on a personal device.

Personal calls are not to be made on the work mobile phone other than in agreed circumstances. Personal contact will be permitted to be made via the work mobile in the event of an emergency.

The work mobile phone and camera are to be clearly labelled as such.

#### *Disciplinary action:*

All Program staff, contractors or visitors who are found to be using a mobile phone or camera for inappropriate purposes or taking videos or recordings outside of authorised times and areas will face disciplinary action. The incident will be recorded and if required the local safeguarding authority and/or the police will be contacted, depending on the severity of the infringement.

#### *Driving:*

If any staff or faculty working on a BADA programs are required to drive in a working capacity, and has responsibility for the work mobile, the phone must be switched off whilst driving. It is strongly recommended that they follow the same procedures regarding their own personal mobile phones.

Under no circumstances should program staff or faculty drive whilst taking a phone call. This also applies to hands-free and wireless connections, which are considered a distraction rather than a safer alternative.

#### *Safe storage of devices:*

For MCP, program staff and faculty have the option to store their mobile phones in their rooms on campus or in the program office, should they choose. This however is not a mandatory requirement and at their own risk. It is therefore recommended that phones are security marked, password protected and insured. No liability for loss and damages is accepted by BADA.

As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff against any unfounded allegations.

*Emergency contact and exceptional circumstances:*

It is recognised that mobile phones provide direct contact to others, and at times provide a necessary reassurance due to their ease of access, particularly at stressful times.

BADA staff and faculty, therefore, in agreed exceptional circumstances are permitted to keep the volume of their phone switched on. This is to enhance their own well-being and peace of mind, to reduce stress and worry and to enable them to concentrate more effectively on their work.

Such use will be for an agreed limited period only, until any concerns or issues leading to the exceptional circumstance request have been resolved.

## **Student Policy and Procedures**

The widespread ownership of mobile phones and cameras among young people requires that BADA's teachers, staff and students take appropriate steps to ensure that these devices are used responsibly at all times, especially during the course of the Midsummer Conservatory Program.

Students, their parents or guardians must read and understand the Acceptable Use Policy below as a condition upon which permission is given to bring mobile phones on the Midsummer Conservatory Program.

The Acceptable Use Policy for mobile phones also applies to students during the program excursions and extracurricular activities both at St Johns College and off-site. The policy is also applicable to students on other BADA programs.

*Acceptable Use Policy:*

Mobile phones should be switched off or on silent and kept out of sight during classes and while moving between classes. Parents/guardians are requested that in cases of emergency they contact the Program Office first so we are aware of any potential issue and may make the necessary arrangements.

While on St Johns College Campus, at break times only, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

Mobile phones should not be used in any manner or place that is disruptive to the normal routine of St Johns College (see below in unacceptable uses).

Students should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of unwanted calls, texts, picture and voice messages.

BADA recognises the importance of emerging technologies and functions in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. Faculty may wish to utilise these functions to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom. On these occasions students may use their mobile phones in the classroom when express permission and guidance has been given

by the faculty. The use of personal mobile phones in one class for a specific purpose does not mean blanket usage.

#### *Unacceptable Uses:*

Unless express permission is granted by BADA staff or faculty, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during classes or other program activities, such as morning meetings or orientation.

Mobile phones must not disrupt classes with ring tones, music or beeping. They should be turned off or on silent during classes.

Should there be more than one disruption to lessons caused by a mobile phone or the inappropriate use of a mobile phone, the responsible student may face disciplinary actions as deemed appropriate by the Dean and the Designated Safeguarding Lead.

The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.

Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Cyber bullying will not be tolerated. Students using mobile phones to bully other students or staff will face disciplinary action. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, BADA may consider it appropriate to involve the police.

Mobile phones are not to be used or taken into communal bathrooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the program.

It is unacceptable to take a picture of a member of BADA staff or faculty without their permission. In the event that this happens the student will be asked and expected to delete those images.

Students must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending of personal sexual imagery – is also a criminal offence and will be dealt with accordingly.

#### *Disciplinary Action:*

Students who infringe the rules set out in this document could face having their phones confiscated by the Designated Safeguarding Lead or the Dean. The device will be stored safely in the BADA Office where it will remain until the student has been permitted to collect it. The incident will be recorded and parents/guardians and potentially the police will be contacted, depending on the severity of the infringement.

#### *Responsibility:*

It is the responsibility of students who bring mobile phones on a BADA program to abide by the regulations outlined in this document.

It is incumbent upon parents/guardians of any MCP students to understand the capabilities of the phone and the potential use/misuse of those capabilities.

Parents/guardians should be aware if their child takes a mobile phone on the MCP it is assumed travel insurance will provide the required cover in the event of loss or damage. BADA cannot accept responsibility for any loss, damage or costs incurred due to its use.

**Theft/damage:**

To reduce the risk of theft, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.

BADA accepts no responsibility for replacing lost, stolen or damaged mobile phones.

BADA accepts no responsibility for students who lose or have their mobile phones stolen while on excursions or during free time in London and Oxford.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used.