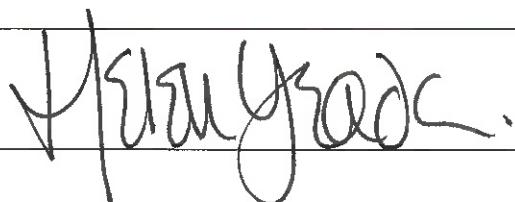


## Phone & Photography Policy

Date Created:	May 2013	Date Reviewed:	September 2023
		Date of Next Review:	September 2024
<b>This policy will be reviewed annually and updated in line with any new recommendations or legislation as it is made available.</b>			
Signature:			

### Key Personnel

Role	Name	Tel.	Email
Managing Director	Helen Yeadon	01672 514535	helen.yeadon@greatwoodcharity.org
Designated Safeguarding Lead (DSL)	Alex Shaw	01672 514535	alex.shaw@greatwoodcharity.org
Deputy DSL(s) (DDSL)	Vicky Candy (from December 23)	01672 514535	vicky.candy@greatwoodcharity.org
Trustee responsible for safeguarding	Helen Yeadon	01672 514535	helen.yeadon@greatwoodcharity.org

**Children's Social Care referrals:**

Multi-Agency Safeguarding Hub (MASH): 0300 456 0108

**Vulnerable Adults Social Care referrals:**

Multi-Agency Safeguarding Hub (MASH): 0300 456 0111

**Out of hours:**

0300 456 0100

If you believe a learner is at immediate risk of significant harm or injury,  
you must call the police on 999.

## **Students**

Use of mobile phones during teaching sessions (both practical and theory) is prohibited, unless previously agreed with a staff member. Usage of a smartphone may be agreed to undertake research relevant to the task in hand. Any student not complying with this rule will have their mobile phone removed and placed in a securely locked cabinet until the end of the teaching session.

If they need to be contacted in an emergency, phone calls will be accepted from the Greatwood office.

## **Teaching Staff**

During teaching time and on break/ lunch time duty, mobile phones and cameras should be switched off or put onto 'silent' or 'discreet' mode. Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time.

On some occasions e.g., for fieldwork, staff will be encouraged to carry a mobile phone, but this should be used only to make and receive phone calls from the Greatwood office. Staff should be aware that they must not use their mobile phone to take personal photos of students. The education team are permitted to use mobile phones to take student photos to upload onto social media but for no other purpose. These pictures should be deleted as soon as they are uploaded and this must be verified by another member of staff. This should be a maximum of 7 working days.

It is the policy of Greatwood Charity to use ordinary cameras to take pictures of students as part of daily learning and upload them onto our computer. We use photos to:

- record progress and observations
- provide evidence of learning and achievements
- record events that students participate in (e.g., Presentation Day)
- display on our website, newsletter, adverts and notice boards

**Staff must be aware that not all students have parental permission for photographs to be taken.**

Staff must always check secure classroom photo register and parental consent form before any photo is published for Greatwood. Any photos taken of a student to record evidence of assessments without consent for publication will be destroyed at the end of each academic year.

## **Yard Staff**

During the time where staff work with the horses and small animals, mobile phones should be switched off or put onto 'silent' or 'discreet' mode. Except in urgent or exceptional situations, mobile phone use is not permitted. Staff must not use their mobile phone to take photos of students.

The managing director, fundraiser, head of education and charity administrator have permission to upload Greatwood photographs (with appropriate permissions) to social network sites such as Facebook, Twitter, Instagram and Youtube.