



**Educ8**

Education Delivered with Utmost Care

## **Educ8 (Luton) Ltd**

(Hereinafter referred to as "Educ8")

*A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.*

### **MOBILE PHONE, USE OF VIDEO AND PHOTOGRAPHY POLICY**

#### **Rationale**

At Educ8 we recognise that the appropriate use of mobile phones and photography enhances many aspects of modern life and that it can also benefit the student's education. Mobile phone technology has become more sophisticated over recent years and will continue to evolve. Wireless connections in particular, extend the capabilities of mobile phones further, which allow access to new content and services, such as the internet, social networking sites and instant messaging. The majority of mobile phones now offer camera, video and audio recording as standard. Mobile phones, alongside other technologies aim to change the way in which we communicate. The speed of communication often provides security and reassurance; however, as with any other form of technology, there are associated risks.

Our policy is intended to promote an environment in which, tutors, students, parents and carers are safe from recorded images being inappropriately used. To ensure the safety and welfare of children in our care, our policy outlines the protocols for the use of personal mobile phones and cameras in the tutor setting.

Our policy also recognises that learning to use digital technology is a vital part of the curriculum. Teaching needs to ensure that the students are able to learn how to use digital cameras and to edit and store photographs with an understanding of safeguarding requirements for themselves and others. This should be appropriate for their age and taking due account of aspects and the laws surrounding cyber-bullying.

#### **Definitions**

In our policy terms such as photography, pictures, images, camera, device, digital technology include both still and video media. The term camera includes mobile phones, iPads and other equipment which has the capacity to take photographs or record video images or sound.

#### **Aims**

- To ensure the personal safety and protection for both tutors and students.
- To ensure that teaching and learning are not interrupted or disrupted.
- To protect tutors and students from having their images recorded and being open to abuse.
- To teach students about the potential dangers of new technology.
- To encourage students to stay safe and be sensible when online.

#### **Practice**

The expectations for parents and students are made explicit in the 'Expectation Letter for Parents and Carers' which will be given to stakeholders in the initial meeting prior to commencing tuition. It is made explicit in the letter that any technology that could disrupt teaching and learning are to be turned off and if necessary, removed from the room. All tutors are to ensure that this is the case. If these rules are broken, the parent or carer should be spoken to or the Company Director, Nigel Jones should be informed who will then contact parents or carers to discuss the concerns.



**Educ8**

Education Delivered with Utmost Care

## **Educ8 (Luton) Ltd**

(Hereinafter referred to as "Educ8")

*A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.*

Tutors should have their own mobile phones switched off during tutoring sessions. However, if tutors are awaiting vital communication, this should be explained to the parent or carer in advance to ensure professionalism.

Under no circumstances are photographs of students, parents or carers to be taken. Any publicity photographs will be at the Company Director's discretion and will first be agreed with parents after written permission is received. Photographs of work may be taken but only with the permission of the student and the parent or carer. The photograph should contain the work only and it is advisable to show that this is the case.

For certain subjects it is beneficial to watch video material to enhance or compliment the curriculum, for example films of some of the texts covered in English Literature. If this is the case, tutors must be mindful of the age restriction on the material itself. Written permission must be received from parents or carers allowing their child to watch any material provided by the tutor. It is expected that any such material loaned by the tutor has been scrutinised by the tutor in advance.

At Educ8 we believe that SMSC and opportunities to promote Safeguarding are exploited at every available opportunity, this should particularly relate to the use of new technology and the law. Resources for this will be made available for tutors and be part of their induction.

If a tutor strongly believes that their image has been recorded they should inform the Company Director as soon as possible who will communicate with parents or carers to ensure that it is deleted. Educ8 will not hesitate to inform the police to resolve such situations.

### **References:**

DFE Searching, Screening and Confiscation: Advice for Schools (February 2014)

GOV.UK School Discipline and Exclusions (November 2015)

*N K Jones*  
*Review Date*

*September 2023*  
*September 2024*