



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

We recognise that the appropriate use of mobile phones, photography, video and digital technologies can support learning and communication. However, we also recognise that these technologies present safeguarding, privacy, and data protection risks if not managed appropriately.

Mobile technology continues to evolve and now routinely includes internet access, messaging, social media, and audio-visual recording functions. While these features can support educational engagement, they also increase the potential for misuse, including inappropriate sharing of images or content.

This policy is designed to ensure that all tutors, students, parents and carers are protected from inappropriate use of images, recordings, and digital content within the learning environment.

We also recognise the importance of educating students in the safe and responsible use of digital technologies in line with age-appropriate safeguarding and online safety expectations.

Definitions

For the purposes of this policy, the terms photography, images, video, recording, and digital content include still images, video recordings, and audio recordings.

The term "device" includes mobile phones, tablets, laptops, cameras, smart watches, and any other equipment capable of capturing or transmitting images or sound.

Aims

- To ensure the safety and safeguarding of tutors and students
- To prevent inappropriate use, storage, or sharing of images or recordings
- To ensure learning is not disrupted by mobile devices or digital technology
- To promote safe, responsible and appropriate use of digital technology
- To support awareness of online safety, cyberbullying, and digital risk



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Practice

Expectations regarding mobile phone and device use are communicated clearly to parents/carers and students prior to the commencement of tuition via the Expectations Letter.

All devices that may disrupt learning must be switched off or removed from the learning environment for the duration of the session, unless explicitly required for learning and agreed in advance.

Tutors are responsible for ensuring these expectations are followed during all sessions. Where expectations are not met, the parent/carer should be informed and/or the issue escalated to management for follow-up.

Tutors must keep their own mobile phones on silent during sessions. Use during sessions is only permitted where there is an agreed professional or emergency reason, which should be communicated in advance where possible.

Under no circumstances must tutors take photographs or recordings of students, parents or carers.

Photographs of student work may only be taken where:

- explicit consent has been obtained from the parent/carer and student
- the image is limited to the work only (no identifiable personal data or individuals unless approved)
- it is used strictly for agreed educational or reporting purposes

Any publicity or marketing images must only be taken with prior written consent and authorisation from management.

Where video or digital learning resources are used, tutors must ensure:

- content is age-appropriate
- appropriate permissions have been obtained in advance where required
- material has been reviewed before use
- safeguarding and contextual sensitivities are considered

We actively promote online safety education and ensure tutors are aware of safeguarding expectations relating to digital technologies, in line with statutory guidance.

If a tutor believes that an image or recording of them or a student has been taken without permission, this must be reported immediately to management. We will take appropriate action, which may include requesting deletion and/or contacting external agencies, including the police where necessary.



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References

- Keeping Children Safe in Education (2024)
- UK GDPR and Data Protection Act 2018
- DfE Behaviour in Schools Guidance
- UK Council for Internet Safety (UKCIS) Online Safety Guidance
- Health and Safety at Work etc. Act 1974

Review

N K Jones
September 2026

Review Date
September 2027