



Early Years – Use of Mobile Phones, Cameras and Devices Policy

This policy is applicable to all schools in England, Wales and Spain

1 Introduction

- 1.1 We recognise that people may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that people may also have other technological devices in their possession or within their personal belongings. Safeguarding of pupils within the school and early years setting is paramount and it is recognised that personal mobile phones, cameras and technological devices have the potential to be used inappropriately and therefore the setting has implemented the following policy.

2 Statutory Regulation

- 2.1 The Early Years Safeguarding and Welfare Requirements (para 3.4) require all schools to have a clear policy on the use of mobile phones, cameras and devices.

3 Code of Conduct

- 3.1 The Cognita Code of Conduct for staff states, 'Cognita does not permit the use of personal mobile phones and cameras by staff where children are present'.

4 Use of Personal Devices by Staff and Volunteers

- 4.1 Outside of working hours, mobile phones and technological devices can be used as long as children are not in the room.
- 4.2 Mobile phones or technological devices **MUST** not be used when children are present, but can be used in the staff room.
- 4.3 Staff who ignore the school policy will face disciplinary action.
- 4.4 The school's main telephone number may be used for emergencies by staff or volunteers or by people who need to contact them.
- 4.5 In circumstances such as outings and off-site visits, staff agree with their manager regarding the appropriate use of personal mobile phones in the event of an emergency.
- 4.6 The school reserves the right to check mobile phones or technological devices if there is a suspicion that material stored may be unsuitable.

5 Use of Personal Mobile Phones, Cameras and Technological Devices by Others (this may include children, parents, visitors and contractors)

- 5.1 Mobile phones or technological devices **MUST** only be used in areas away from the children eg the staffroom.
- 5.2 Visitors should not use their mobile phones in the school setting.
- 5.3 Children should not be photographed without prior permission from the Head. All visitors are reminded not to use their mobile phones in the school.
- 5.4 Parents can access this policy via the school website or Cognita Connect (Hub link).
- 5.5 Clear signs indicate that mobile phones and cameras are not to be used in designated areas within the school. Parents and Visitors to the school that are seen with mobile phones on display whilst moving around the school, (during drop off and collection times) would always be challenged and asked to remove these from the premises immediately.

- 5.5 At the discretion of the Head, parents and carers are allowed to take photographs of their own children. At events and assemblies, the Head advises parents to only put photographs of their own children up on social media.
- 5.6 The staff acceptable use of devices and IT is included in our Safeguarding Policy. This details the arrangements that are in place in circumstances where there is a suspicion that the material on a mobile phone, camera or technological device may be unsuitable and provide evidence relating to a criminal offence.
- 5.7 There are signs in the Reception entrance and in EYFS classrooms to inform visitors that they must not use their mobile phones when on the premises when children are present. When visitors are signed in they are also verbally reminded of this regulation

6 Use of the School's Mobile Phone, Camera and Technological Devices

- 6.1 Staff are aware that they must use school cameras/ipads for photography/videoing of any pupils
- 6.2 Parents complete a Photo Consent Form to give consent to photography of their children. This meets the requirements of the General Data Protection Regulation 2016 (as amended, extended or re-enacted from time to time).
- 6.3 Staff must not take photographs of bruising or injuries on a child for child protection concerns.
- 6.4 Staff must use the cause for concern form and body map to record factual observations relating to child protection concerns.
- 6.5 School mobile phones or technological devices must only be used for work related matters.
- 6.6 Staff have permission to take their tablets off site. Other technological devices such as school mobile phones or cameras should not be taken off the premises without prior permission.
- 6.7 In circumstances where there is a suspicion that the material on a mobile phone, camera or technological device may be unsuitable and provide evidence relating to a criminal offence, the process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO).

Ownership and consultation	
Document sponsor (role)	Headteacher

Safeguarding: Early Years - Use of Mobile Phones and Devices Policy

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Audience	
Audience	Staff in Early Years settings and units Adults visiting Early Years settings and units

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

Version control	
Implementation date	September 2023
Review date	September 2024

Related documentation	
Related documentation	Independent School Standards British School Overseas Standards