COGNITA
TEACHING EXCELLENCE

Safeguarding:

Early Years - Use of Mobile Phones and Devices at Downsend School Pre-Prep Ashtead

September 2016

Introduction

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 and technological devices have the potential to be used inappropriately and therefore the setting has implemented the following policy.

Statutory regulation

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

Code of Conduct

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'.

Use of personal devices by staff and volunteers

- School insists and monitors the use of mobile phones and technological devices in school. All devices are stored in the staff room and never used whilst children are present.
- Staff may use their mobile phones or technological devices in the staffroom during breaks and non-contact time
- Staff who ignore school's policy face disciplinary action
- School's main telephone number may be used for emergencies by staff or volunteers or by people who need to contact them durinmg school hours
- In circumstances such as outings and off-site visits, all the teaching staff carry their personal mobile phones in case of an emergency. In such cases, the teacher in charge of the outing would contact school immediately. All staff carry school's telephone number and the Head's mobile number in their personal mobile phones.
- If there is suspicion that material on a mobile phone or technological device is unsuitable and may constitute evidence relating to a criminal offence, the issue would be reported to either the DSL, DDSL, the Head at Pre-Prep Epsom or Downsend's Headmaster, Mr Ian Thorpe.

Use of personal mobile phones, cameras and technological devices by others (this may include children, parents, visitors and contractors)

- It is explained to parents/ visitors onsite that mobile phones and technological devices are only used away from the children and where possible, off site. Signs are displayed in prominent areas in school to support school's policy and remind parents/ visitors.
- To cater for exceptional circumstances, such as a family emergency, the mobile phone would be in the care of the school secretary to monitor incoming calls and the owner of the phone would be advised to leave the premises to receive any calls.
- Parents/ visitors are informed of the arrangements in place to ensure that photos of children are not taken without prior permission from the Head.
- School displays clear signs indicating that mobile phones are not to be used in school.
- Guidance is provided on concert programmes etc to inform parents about the use of mobile phones and other recording devices in school. In addition, the Head will draw the audience's attention to this information prior to the event.
- Parents/ visitors are permitted to take photographs of their own children at school events. However, parents/ visitors are informed that they must not place any footage containing children, other than their own, on the internet or social media site.
- If there is suspicion that material on a mobile phone or technological device is unsuitable and may constitute evidence relating to a criminal offence, the issue would be reported to either the DSL, DDSL, the Head at Pre-Prep Ashtead or Downsend's Headmaster, Mr Ian Thorpe.

Use of the school's mobile phone, camera and technological devices

- Staff know, through being directed to this policy and being reminded at Staff Meetings that only cameras and technological devices belonging to the setting are used to take appropriate and relevant images of children.
- Staff know, through being directed to this policy and being reminded at Staff Meetings, that images are used in accordance with the Data Protection Act 1998.
- Staff know, through being directed to this policy and being reminded at Staff Meetings that cameras and technological devices are only used where at least one other staff member is present.
- It is made clear to all staff that it is not appropriate to take photographs of bruising or injuries on a child for child protection concerns.
- All staff are made aware that they must use the logging concern form and body map to record factual observations relating to child protection concerns.
- All staff are made aware that the setting's mobile phone or technological device must only be used for work related matters.
- All staff are made aware that school devices should not be taken off the premise without prior permission.
- All staff are made aware that in circumstances where there is a suspicion that the material on a mobile phone 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, DO)

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