

COGNITA
TEACHING EXCELLENCE



DOWNSEND
SCHOOL
PRE-PREP LEATHERHEAD

Safeguarding: Early Years - Use of Mobile Phones and Devices

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

- Staff and volunteers using mobile phones and technological devices outside of working hours.
- Mobile phones and technological devices are stored in staff bags or in the staff room and never used whilst children are present.
- Staff are allowed to use their mobile phones or technological devices in the staffroom during breaks and non-contact time.
- Staff who ignore the school policy may face disciplinary action.
- The school's main telephone number (01372 385437) be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off-site visits, Trip Leaders should take the school mobile phone with them. In an emergency, staff may use their personal phones with permission from the trip leader.
- 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, LADO).

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

- Mobile phones and technological devices are only used away from the children and where possible, off site.
- In exceptional circumstances, such as a family emergency, users should inform a member of staff of the need to make or receive a call.
- Visitors seek permission from the Headteacher to use their mobile phones where children are present.
- Parents are made aware of the school's policy on the use of mobile phones, cameras and technological devices via the newsletter and programmes at concerts.
- Clear signs indicating that mobile phones are not to be used in designated areas within the school are displayed around the school.
- Parents and carers are permitted to take photographs at school productions and events with permission from the Headteacher.
- The school strongly advises against the publication of any such photographs (of their own children) on social networking sites.
- 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, LADO).

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

- Only cameras and technological devices belonging to the setting are used to take appropriate and relevant images of children.
- Images must only be used in accordance with the Data Protection Act 1998.
- Cameras and technological devices must only be used where at least one other staff member is present.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. Instead, staff must use the logging concern form and body map to record factual observations relating to Child Protection concerns.
- Mobile phone or technological devices belonging to school must only be used for work related matters.
- With the exception of visits and outings, mobile phones, cameras and technological devices should not be taken off the premise without prior permission.
- 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, LADO).

Early Years: Use of Mobile Phones and Devices

Ownership and consultation	
Document sponsor (role)	Headteacher
Document author (role)	

Audience	
Audience	Staff in Early Years setting , all staff in school. Adults visiting Early Years setting and school.

Document application and publication	
England	Yes
Wales	Yes
Spain	Yes

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Related documentation	<ul style="list-style-type: none">○ Independent School Standards○ British School Overseas Standards
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