

COGNITA



DOWNSEND
SCHOOL

Inspiring Young Minds

LITTLE DOWNSEND

ASHTEAD • LEATHERHEAD • EPSOM

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

September 2021

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 Staff and volunteers are able to use personal mobile phones and technological devices outside of their working hours and during break times while on the school premises but must do so in an environment that is completely clear of any children.
- 4.2 The school requests, and monitors that personal mobile phones and technological devices are stored in the staff room or handbags and never used whilst children are present.
- 4.3 Staff who ignore the school policy face will face disciplinary action.
- 4.4 The school's main telephone number should be used for emergencies by staff or volunteers for people who need to contact them.
- 4.5 For outings and off-site visits, the school mobile phone should be used. However, in the event of an emergency, a staff member is permitted to use their personal mobile phone if needed.
- 4.6 If there is a suspicion that the material on a mobile phone, camera or technological device may be unsuitable and may constitute evidence relating to a criminal offence, an allegation through the LADO would be made alongside contacting the police. The matter would not be discussed with the staff member in advance.

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

- 5.1 The school has a no use of mobile phone/device policy within the school building – posters within the building, information to visitors and regular communication to parents support this. The Headteacher, at her discretion, may allow devices to be used at special events. Circumstances around this would be explained to parents regarding any images being for the personal use of the family only and not be shared on social media or with others.
- 5.2 If a visitor needs to use a mobile phone in an emergency, they must go outside of the school building or into the school office where the secretary is present.
- 5.3 The school displays clear signs indicating that mobile phones and cameras are not to be used in designated areas within the school.

- 5.4 If there is a suspicion that the material on a mobile phone, camera or technological device may be unsuitable and may constitute evidence relating to a criminal offence the police would be contacted. The matter would not be discussed with the visitor in advance.
- 5.5 A visitor information leaflet informs all visitors of the school policy on the use of mobile phones, camera and devices on site. When being signed in to the building, this policy is explained.

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

- 6.1 Only school devices should be used to take learning observations of children. Only school mobile phones should be used on trips and visits.
- 6.2 All images are stored and used in accordance with the General Data Protection Regulation 2016 (as amended, extended or re-enacted from time to time)?
- 6.3 No school technological devices should be used in any toileting or nappy changing areas.
- 6.4 It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. The logging concern form and body map to record factual observations relating to child protection concerns.
- 6.5 The school mobile phone and technological devices must only be used for work related matters.
- 6.6 With the exception of visits and outings, mobile phones, cameras and technological devices should not be taken off the premise without prior permission. Teachers school personal devices and allocated ipads can be taken off the premises.
- 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)

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

Ownership and consultation	
Document sponsor (role)	Headteacher
Document author (name)	Marian Harker (Quality Assurance Officer) Reviewed by Alison Barnett (Safeguarding Advisor) 2019

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 2021
Review date	September 2023

Related documentation	
Related documentation	Independent School Standards British School Overseas Standards