

# COGNITA



## **Early Years – Use of Mobile Phones and Devices Policy**

### **September 2018**

## **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'. If staff do not follow this policy they may face disciplinary action. See also Safeguarding:Use of Mobile Devices and Cameras Policy.

## **Use of personal devices by staff and volunteers**

The school has a 'No Phones Policy' in the Early Years, which relates to all staff, visitors and volunteers. Phones belonging to Early Years staff are collected and stored safely following the morning staff meeting. Access is granted at break and lunch time, with the phones being returned once the children have left the school.

When school staff are offsite with children, such as on a school trip, they are permitted to take their own phones in addition to the school mobile, so that in an emergency they have access to the internet. They should not be used for taking photos of the children during the trip. If a staff member was suspicious that the material on a mobile phone or technological device may be unsuitable and/or may constitute evidence relating to a criminal offence they should report it in the same way they would report a safeguarding concern about another adult/staff member. Details of this are in the safeguarding policy.

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

If a visitor to the school is seen taking images of the children staff will politely request that they stop and should report this to the headteacher or a member of the SLT. Family members, carers and friends may take photos and recordings of school performances, sports day etc for personal use only. Further information can be located in the Photographic Images and Filming Policy. Signs are present in the Early Years department clearly stating that mobile phones are not to be used in this area.

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

School mobile phones and technological devices must only be used by staff for work related matters. With the exception of visits and trips, school cameras, mobile phones and technological devices should not be taken off site without prior permission. Images on school cameras should be used in accordance with the General Data Protection Regulation 2016. Staff must not use a school camera or technological device if they are alone with a child. Staff are aware that it is not appropriate to take photographs of bruising or injuries on a child for child protection concerns.

<b>Ownership and consultation</b>	
Charterhouse Square School	

<b>Audience</b>	
Audience	All school staff

<b>Version control</b>	
Implementation date	January 2018
Review date	Review and update for implementation in January 2019
Jan 2018	Updates Procedures for mobile phones on school trips Added sentence about staff being aware of unsuitable material on other devices Added sentence on disciplinary action
September 2018	New Cognita logo added and direct reference to Safeguarding: Use of Mobile Devices and Cameras Policy GDPR update

<b>Related documentation</b>	Safeguarding Child Protection Policy Early Years Policy Safeguarding: Use of Mobile Devices and Cameras Policy
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