

COGNITA



Breaside Preparatory School

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

September 2019

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

1 Introduction

- 1.1 At Breaside Preparatory School 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 Any staff or volunteer working in the Early Years must store mobile phone, camera and technological device in the Head of Early Years' Office. These devices may not be used where children are present.
- 4.2 Outside of working hours staff and volunteers may use mobile phones, cameras and technological devices.
- 4.3 Staff are allowed to use their mobile phones, cameras or technological devices in the Head of Early Years' Office or the staffroom, away from children, during breaks and non-contact time.
- 4.4 Staff who ignore the school policy could face disciplinary action.
- 4.5 The school's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- 4.6 For trips and off-site visits, a school mobile phone will be taken. The trip leader must ensure that the phone is fully charged and has enough credit. In the event of an emergency, this phone will be used.
- 4.7 If a staff member has concerns that the material on a mobile phone, camera or technological device may be unsuitable and may constitute evidence relating to a criminal offence, they should report this immediately to the Designated Safeguarding Lead and the Headteacher.

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

- 5.1 The school operates a Mobile Free Zone. Parents and adults are not permitted to use phones and camera in school. Students are also not allowed to have phones in school. Visitors and contractors are made aware of this when being signed in at the school office.
- 5.2 If there is an emergency, parents and visitors can use the school phone in the office.

- 5.3 Parent photos at school events are only allowed upon the discretion of the Headteacher. An announcement will be made before the start of the event outlining the permission and the expectation that these photos are not shared publicly without permission. The school strongly advises against the publication of any such photographs (of their own children) on social networking sites.
- 5.4 The school informs parents about the school's policy on the use of mobile phones, cameras and technological devices via the school website.
- 5.5 If there is a suspicion that the material on a mobile phone, camera or technological device may be unsuitable, staff must report immediately to the Designated Safeguarding Lead. Staff should not delete anything that could provide evidence relating to a criminal offence.

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

- 6.1 Only cameras and technological devices belonging to the setting are used to take appropriate and relevant images of children. Staff are made aware of expectations via the Digital Safety Policy (Including E-Safety, Digital Safety Agreement and Bring Your Own Device (BYOD) Guidance). Staff sign an annual declaration to show their understanding.
- 6.2 The school ensures that images are used in accordance with data protection legislation, namely, the General Data Protection Regulation 2016 (as amended, extended or re-enacted from time to time). Regular training is delivered to all staff by the Data Protection Coordinator and an annual audit is carried out.
- 6.3 Staff must ensure that the setting's mobile phone or technological device 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.
- 6.4 Staff are aware that it is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. Staff must use the school's Record of Concern forms to record factual observations relating to child protection concerns.
- 6.5 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

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