

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

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 Code of Conduct

- 2.1 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'.

3 Use of Personal Devices by Staff and Volunteers

- 3.1 Staff and volunteers may use their mobile phones, cameras and technological devices as they choose outside of working hours, but they must follow the code of conduct and ensure that no offensive or harmful material is on any device that they bring into school.
- 3.2 The school insists that mobile phones, cameras and technological devices are stored away from children and that they are never used whilst children are present.
- 3.3 Staff are allowed to use their mobile phones, cameras or technological devices in the staffroom during breaks and non-contact time.
- 3.4 Staff who ignore the school policy will face disciplinary action.
- 3.5 The school's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- 3.6 In circumstances such as outings and off-site visits, a school visit phone is provided for the trip leader, who takes responsibility for communication with the school. In the event of the failure of the visit phone, a personal mobile phone may be used. In the event of an emergency where the visit leader is unable to do this, another member of staff may call the school on a personal mobile phone.
- 3.7 In circumstances where 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 process outlined in the Safeguarding Policy will be followed including taking advice from external agencies.

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

- 4.1 Parents may not enter the site at the beginning of the school day (therefore cannot use devices) and at the end of the school day, parents may not use devices conforming with the school's policy. No other visitors may use mobile phones, cameras or technological devices when children are present without permission e.g. photographs for marketing purposes.
- 4.2 In the case of exceptional circumstances, such as a family emergency, people may use a quiet area away from children to make phone calls e.g. the secretary's office.
- 4.3 Visitors are not permitted to use mobile phones where children are present without seeking permission from the manager.
- 4.4 Staff are vigilant in ensuring that photographs of the children are not taken without prior permission of the manager.

- 4.5 School policies are available to parents on the school website. They are made aware of the school's image policy and the use of mobile phones, cameras and technological devices when their children join the school.
- 4.6 A clear sign indicating that mobile phones and cameras are not to be used when children are present is displayed at the entrance to the school.
- 4.7 Parents may take photographs of their own children at school events, as long as they comply with the school's image policy. Parents are advised against publication of such photographs on social networking sites.
- 4.8 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.
- 4.9 A clear sign indicating that mobile phones and camera are not to be used when children are present is displayed at the entrance to the school. The school secretary also informs visitors of this policy when visitors are signing in.

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

- 5.1 iPads are provided to every Early Years teacher and teaching assistant for them to take appropriate and relevant images of the children, negating the need to use personal devices. Staff are vigilant about not using personal devices.
- 5.2 Images of children are used for a specific purpose – to gather evidence of and to celebrate their learning. These photographs are kept in the child's Online Learning Journal (Tapestry), or displayed in the school premises. Parents give permission for this use of photography when their children join the school. The only use for children's images with an external audience is in marketing material. Parents are asked for permission separately.
- 5.3 Cameras and technological devices are only used where at least one other staff member is present.
- 5.4 It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns.
- 5.5 Staff must use the logging concern form and body map to record factual observations relating to child protection concern.
- 5.6 The setting's mobile phones and technological devices must only be used for work-related matters.
- 5.7 Staff have permission to take their school iPads off the premises as they would be required to use them in the event that they need to work or teach from home. The iPads are password protected to ensure that only staff members can access them.
- 5.8 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.

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