



**Safeguarding:  
Early Years - Use of Mobile Phones and  
Devices September 2020**

### 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

- School insists and monitors the use of mobile phones and technological devices in school. All devices are to be stored in Kindergarten's lockable cupboard and staff lockers. Close supervision of this procedure will be undertaken by the Head of Early Years.
- Staff and volunteers are permitted to use mobile phones and technological devices at school providing they are not in contact with children, this includes during breaks and at the end of the school day. Mobile phones must not be used in the presence of the children and this is monitored by the SLT.
- Staff who ignore school policy will be reported to the Head teacher and will face disciplinary action.
- The main telephone number of the school (01708 220117) may be used for people who need to contact staff or volunteers in an emergency.
- In circumstances such as outings and off-site visits, if the school mobile phone is unavailable for use, it is acceptable for staff to use their own phone for emergency or school related calls only.
- Where it is believed that there may be suspicion that material on a mobile phone or technological device may be unsuitable this will be reported to the DSL or Head teacher who will investigate further.

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

- It is explained to parents/visitors onsite that mobile phones and technological devices are only used away from the children and where possible, off site. Signs/posters are strategically placed around the setting to advise anyone who enters that mobile phones and devices are prohibited in the Early Years Department.
- In an emergency staff or volunteers must leave the room in which there are children if they need to use their mobile phone in an emergency, this is only if there is another adult in the room to supervise the children. Staff are permitted to use their mobile phone in the staffroom in times of an emergency.
- Parents/ visitors are informed of the arrangements in place to ensure that photos of children are not taken without prior permission from the Head teacher/Head of Early Years.
- Parents/ visitors are permitted to take photographs of their own children at school events. However, parents/ visitors are informed that they must not place any footage containing children, other than their own, on the internet or social media sites.
- If there is suspicion that material on a mobile phone or technological device is unsuitable and may constitute evidence relating to a criminal offence, the issue would be reported to both the Head teacher and Early Years DSL.

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

- Staff know, through being directed to this policy and being reminded at Staff Meetings that only cameras and technological devices belonging to the setting are used to take appropriate and relevant images of children.
- Staff know, through being directed to this policy and being reminded at Staff Meetings, that images are used in accordance with the General Data Protection Regulations 2018.
- Staff know, through being directed to this policy and being reminded at Staff Meetings that cameras and technological devices are only used where at least one other staff member is present.
- It is made clear to all staff that it is not appropriate to take photographs of bruising or injuries on a child for child protection concerns.
- All staff are made aware that they must use the logging concern form and body map to record factual observations relating to child protection concerns.
- All staff are made aware that the setting's mobile phone or technological device must only be used for work related matters such as Tapestry Assessment.
- All staff are made aware that school devices should not be taken off the school premises at any time.
- All staff are made aware that 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)

<b>Ownership and consultation</b>	
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<b>Audience</b>	
Audience	Staff in Early Years settings and units Adults visiting Early Years settings and units

  

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Wales	Yes
Spain	Yes

  

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