

**COGNITA**



**North Bridge House  
Nursery**

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

**September 2018**

### 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 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 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

Staff may use their mobile phones and personal technological devices outside of working hours, on school premises, **providing that there are no children present.**

- 4.1 Mobile phones and personal technological devices should be **stored in bags and on silent and never used whilst children are present.**
- 4.3 Staff are allowed to use their mobile phones or personal technological devices in the staffroom, SLT Offices and off-site during breaks and non-contact time.
- 4.4 If staff ignore the school policy they will 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: 0207 267 6266 opt 1
- 4.6 In circumstances such as outings and off-site visits staff are to use school mobile phones. In the event of the failure of a school mobile phone, staff may use their personal devices. In these instances this must be reported to the head teacher as soon as is practicable.
- In the event of an emergency personal mobile phones can be used. **Under no circumstances should the phones be used for anything other than emergencies eg lockdown.**
- 4.7 Where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and may constitute evidence relating to a criminal offence then this must be reported to the head teacher immediately. The device in question must be made accessible to the head teacher.

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

- 5.1 Around school there are posters clearly indicating that no mobiles phones are to be used. On entry to the school, visitors and contractors are briefed on the use of mobile phones. Staff are encouraged to ask parents, visitors and contractors to put phones away when entering the school site or to go outside the school site and inform the SLT of any breaches.
- 5.2 Staff are permitted to use their professional judgement in exceptional circumstances, such as a family emergency. In these instances, staff are required to seek permission from the SLT.
- 5.3 Visitors and contractors are asked to seek permission from the SLT should they need to use their mobile phones. SLT will ensure that they are directed to a space where the use of mobile phones is permitted eg staffroom / SLT office.
- 5.4 Staff are encouraged to approach parents, visitors and contractors to ensure that photos of children are not taken without prior permission. Any breaches are to be reported to the head teacher.
- 5.5 There is signage clearly displayed around the school building to alert parents.
- 5.6 Parents and carers are permitted to take photographs of their own children at school events however they are requested not to share these images or videos on social media.
- 5.7 At the beginning of each event / performance the school reminds parents of the expectation that no publication of any such photographs will appear on social networking sites
- 5.8 Where there is a suspicion that the material on a mobile phone or personal technological device may be unsuitable and may constitute evidence relating to a criminal offence then this must be reported to the head teacher immediately. The device in question must be made accessible to the head teacher.
- 5.9 On entry to the school, visitors and contractors are briefed on the use of mobile phones  
Clear signage is displayed around school

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

- 6.1 Staff teams and specialist teachers are provided with a school device which has a camera function and lead teachers are also provided with an encrypted memory stick to ensure that only cameras and technological devices belonging to the setting are used to take and store appropriate and relevant images of children.
- 6.2 The school ensure 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) Images are downloaded onto school site computers that have passcode protection.
- 6.3 The school ensures that cameras and technological devices are only used where at least one other staff member is present.
- 6.4 It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. The school has body map templates which should be used in these cases.
- 6.5 Staff must use the cause for concern form and body map to record factual observations relating to child protection concerns – available from DSL and on the shared area.
- 6.6 The school's mobile phone or technological devices must only be used for work related matters
- 6.7 Technological devices, phones and cameras should not be taken off the premises without prior permission – permission is granted for the use of teacher Probooks to be taken home as long as they are pass code protected
- 6.8 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)

## North Bridge House Nursery Safeguarding: Early Years - Use of Mobile Phones and Devices Policy

<b>Ownership and consultation</b>	
Document sponsor (role)	Headteacher
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