

COGNITA



**North Bridge House
Nursery & Pre-Prep
Schools**

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

September 2021

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 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 Staff and visitors are not permitted to use personal devices and mobile phones in the school when there are children on site. Staff may only use personal devices and mobile phones in the following designated areas: Staffroom, Head of School office (with prior consent), Executive Headteacher office (with prior consent). Personal mobile phones and devices should be secured away safely at all other times.
- 4.2 Staff who do not adhere to this policy will face disciplinary action.
- 4.3 Visitors will be alerted to this policy upon arrival on site by the admin team and through posters displayed around the building. Visitors using personal devices / mobile phones will be reminded of this policy and asked to put them away.
- 4.4 The school's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- 4.5 In circumstances such as outings and off-site visits, a school provided mobile phone must be taken. In the event of this device failing, the trip leader is authorised to use their personal mobile phone to contact the school. Staff should not use their personal mobile phone to contact parents. All communications should be managed by the school admin team
- 4.6 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).

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 mobile 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.

North Bridge House Nursery & Pre-Prep Schools: Safeguarding: Early Years - Use of Mobile Phones and Devices Policy

- 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 mobiles phones is permitted e.g. 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 of school.
- 5.5 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. Parents are briefed on this at the start of any school event / concert / performance.
- 5.6 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)

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. Teachers have access to a school provided device with camera functionality. Staff are also able to use school provided iPads and cameras to take photographs of pupils and their work.
- 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 Teams secure site which is accessible only to our staff.
- 6.3 The school ensures that cameras and technological devices are only used where at least one other staff member is present
- 6.4 Staff understand that it is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. Staff must use the appropriate safeguarding form and body map to record factual observations relating to child protection concerns.
- 6.5 School provided mobile phones, cameras and devices are only to be used for work related matters and not personal use.
- 6.6 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)

North Bridge House Nursery & Pre-Prep Schools: Safeguarding: Early Years - Use of Mobile Phones and Devices Policy

Ownership and consultation	
Document sponsor (role)	Headteacher
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Executive Headteacher
NBH Nursery & Pre-Prep Schools