

# COGNITA

## St Margaret's Preparatory School



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

**September 2020**

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

### Our Vision

- We want... every child to love coming to school and to love learning.
- We want... all children to feel secure and cared for.
- We believe... in teaching the whole child and finding exciting ways to enhance their learning experience so that when they leave St. Margaret's, they say what a fantastic school it is in every way.

### And this is what we aim to do

- Provide a high-quality education, where children can grow in knowledge and understanding.
- Equip all children with appropriate skills, attitudes and values.
- Create an environment where every child can fulfil their potential.
- Encourage every child to benefit from our caring staff and fine facilities.
- Enable every child to communicate with confidence in every situation.
- Treat every child with the highest standards of courtesy, loyalty, honesty and fairness, and expect the same from them in return.

#### 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 may use their mobile phones and personal devices outside of working hours, on school premises, **providing there are no children present.**
- 4.2 Staff are allowed to use their mobile phones, cameras or technological devices in the staffroom, offices and off-site during breaks and non-contact time.
- 4.3 Staff who ignore the school policy may face disciplinary action.
- 4.4 The school's main telephone number be used for emergencies by staff or volunteers or by people who need to contact them: 01787 472134.

- 4.5 In circumstance 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 headmaster as soon as 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 e.g lockdown.**

- 4.6 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 school will follow the Staff Code of Conduct Acceptable Use Policy.

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

- 5.1 There are signs around the EY setting 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.
- 5.2 Staff are permitted to use their professional judgement in exceptional circumstances such as a family emergency and must seek advice and inform SLT of any breaches.
- 5.3 If necessary, visitors and contractors are asked to seek permission from SLT should they need to use mobile phones. They will be advised of a designated area within the school where they can use their mobile phone eg school 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 headmaster.
- 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 (such as sports day, plays and assemblies) but are strongly advised 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 there is no publication of any such photographs or videos will appear on social networking sites.
- 5.8 Where there is 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 headmaster.

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

- 6.1 Staff are issued with a school device which has a camera function to take photographs.
- 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). Images are downloaded onto school site computers that have passcode protection.

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- 6.3 It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. The school has body maps templates which should be used in these cases.
- 6.4 Staff must use the logging concern form and body map to record factual observations relating to child protection concerns- available from DSL and on the shared area.
- 6.5 The school's mobile phone or technological device must only be used for work related matters.
- 6.6 Staff are permitted to take their school tablets home but they must be password protected.
- 6.7 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)

<b>Ownership and consultation</b>	
Document sponsor (role)	Headteacher
Document author (name)	Marian Harker (Quality Assurance Officer) Reviewed by Alison Barnett (Safeguarding Advisor) 2019

<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>	
Related documentation	Independent School Standards British School Overseas Standards