

COGNITA

St Margaret's Preparatory School



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

September 2021

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

Our Ethos

The **ethos** of St Margaret's is to provide a high-quality all-round education, in a happy and caring family atmosphere, so that each child is well prepared for the opportunities and challenges that they will face in life.

Our Aim

Our **aim** is for every child to enjoy their learning journey, achieve their very best and to become responsible global citizens who can work together co-operatively and with respect for others.



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 must lock their personal mobile phones, cameras and technological devices in their lockers or in the staff room and must never use them whilst children are present.
- 4.3 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.
- 4.4 Staff who ignore the school policy face disciplinary action.
- 4.5 The school's main telephone number be used for emergencies by staff or volunteers or by people who need to contact them: 01787 472134.
- 4.6 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 headteacher 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.**

- 4.7 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.

Safeguarding: Early Years - Use of Mobile Phones and Devices Policy

- 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 headteacher.
- 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.
- 5.9 The above process is outlined in the Safeguarding Policy.
- 5.10 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.

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. Staff must not take pictures using their own personal device.
- 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.
- 6.3 The school ensure that cameras and technological devices are only used where at least one other staff member is present. If this is not possible, in Reception for example, the member of staff will always inform another member before taking an image.
- 6.4 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.
- 6.5 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.
- 6.6 The school's mobile phone or technological device must only be used for work related matters.

Safeguarding: Early Years - Use of Mobile Phones and Devices Policy

- 6.7 Staff are permitted to take their school tablets home but they must be password protected.
- 6.8 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 (e.g. police, LADO)

| Ownership and consultation | |
|-----------------------------------|---|
| Document sponsor (role) | Headteacher |
| Document author (name) | Marian Harker (Quality Assurance Officer) Reviewed by Alison Barnett (Safeguarding Advisor) 2019 |

| Audience | |
|-----------------|---|
| Audience | Staff in Early Years settings and units Adults visiting Early Years settings and units |

| Document application and publication | |
|---|-----|
| England | Yes |
| Wales | Yes |
| Spain | Yes |

| Version control | |
|------------------------|----------------|
| Implementation date | September 2021 |
| Review date | September 2023 |

| Related documentation | |
|------------------------------|---|
| Related documentation | Independent School Standards British School Overseas Standards |