



Colchester  
High School

**COGNITA**

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

**September 2021**

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

### 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 are permitted to use their mobile phones and technological devices outside of working hours and during their lunch breaks.
- 4.2 School policy states that staff are not permitted to use their mobile phones and technological devices whilst children are present. Staff are required to lock their devices in a designated area. Staff are reminded of these requirements at the beginning of each term and throughout the year. Any staff in breach of this requirement are reminded of their duty to uphold this policy. Camera and video use is monitored by the Nursery Manager/Deputy and Reception Teachers. The use of smart/apple watches are not allowed in Nursery. Staff wearing smart watches will be asked to remove them and leave them locked away with their mobile phones in a designated area.
- 4.3 Staff are permitted to use their mobile phones or technological devices in the staffroom and other designated school offices during breaks and non-contact time.
- 4.4 If any member of the Early Year's team is seen to be accessing their mobile telephone at any time, this will be reported to the Headteacher immediately. The staff member may face disciplinary action.
- 4.5 In the event of an emergency, staff and volunteers can use the school main telephone number 01206 573389 or Nursery telephone number 01206 217110. Early Years Staff ensure that the direct telephone lines of the School and Nursery are known to immediate family and people who may need to contact them in emergency.
- 4.6 The Early Department has a basic mobile phone (without a camera) that is taken on outings and off-site visits. The trip leader may also take their personal mobile telephone for use in the event of an emergency in agreement with SMT.
- 4.7 If the school was suspicious of any material on a mobile phone or technological device that may be unsuitable this will be drawn to the attention of the Early Years DSL (Designated Safeguard Lead) and the whole school DSL who would consult with appropriate parties. If this material provides 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 (Local Authority Designated Officer))

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

- 5.1 All members of staff are responsible for ensuring no adult or pupil uses a mobile phone, camera or technological device on the school premises. Members of the Senior Leadership Team monitor staff use of mobile phones and technological devices to ensure that they are only used away from the children and where possible, off site.
- 5.2 In the event of an emergency personal phones may be used in the privacy of the school office and staff room. Alternatively, staff can use the Nursery and school main telephone.
- 5.3 Staff and visitor mobile phones are not to be used in the Early Year's department or school setting at any time. Visitors are informed of this on arrival to the school at the main Reception Desk.
- 5.4 The Nursery Manager/Deputy monitors the use of school devices in the Early Years. Parents and visitors are reminded of the regulations relating to taking photographs during an Early Years/school event. This includes posting photographs of pupils online.
- 5.5 The school reminds parents about the school's policy on the use of mobile phones, cameras, and technological devices on the school site by letter, newsletter, at events and when signing in as a visitor to school. Parents are informed about the school's policy and Early Year's policy on the use of mobile phones and technological devices in the Parent Nursery letter at the beginning of each term on Cognita connect. Parents are reminded to visit the school website to view a selection of Policies and procedures on the school website. The Early Year's – Use of Mobile Phone and Devices Policy is displayed on the Parents Safeguarding Information Boards.
- 5.6 The Early Year's Department have signs on the doors and in the entrance hallway to say that mobile phones are not permitted in the Early Year's Department.
- 5.6 Parents/visitors are not permitted to use cameras, iPad, videos, smart watches, or other technological devices during the school day. At school productions and events on the school site parents where the use of photography may be permitted parents are requested, prior to the event, not to share any photographs on social networking sites.
- 5.7 Parents are permitted to take photographs of their own children at school events.
- 5.8 Parents are reminded that they are not permitted to upload photographs of their own or any other pupils online or on any social media sites. Regular e-safety briefings and newsletters share this request with parents.
- 5.9 If the school was suspicious of any material on a mobile phone or technological device may be unsuitable this will be drawn to the attention of the Early Years DSL and the whole school DSL who would consult with appropriate parties.
- 5.10 Please refer to the School's Safeguarding and Child Protection Policy for any advice on the use of mobile phones in the setting.

- 5.11 Colchester High School takes reasonable steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones, cameras and other technology devices in the Early Years Setting. Visitors are requested not to use mobile phones, cameras, and other technology devices when they sign in at Reception. If a visitor is seen accessing their phone in the Early Years department, they will be reminded of our Policy and procedures.

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

- 6.1 Cameras/iPad are not permitted in the Early Year's Department except cameras and iPad that are the property of Colchester High School. They are only to be used by the Early Year's staff and children and must not be taken off site except for School approved trips and events.

- Members of staff must not bring their own camera or video recorders into the setting.
- Photographs or recordings of children are only taken on iPad / cameras that belong to the Early Years Department.
- Photographs and recordings of children are only taken to evidence their learning and development or for displays within the setting.

- 6.2 The school ensures that images are used in accordance with Data Protection legislation. Images are Photographs and recording of children for external/ advertising purposes are only taken of the children if prior written consent has been sought from parents. When signing up for our Interactive Learning Diary - parents are requested to sign documentation agreeing that any recorded image must not be shared or used on social media networks or used for commercial or publicity purposes, where other pupils are also included in the image, without the approval of the school.

Due to the nature of teaching, a child's diary may at times include photographs of other Nursery children. To ensure the safety and confidentiality of all our children, we hereby request that:

- parents do not share your log in details with other parties,
- any recorded image must not be used for commercial or publicity purposes
- any recorded image must not be shared or used on social media networks, where other pupils are also included in the image, without the approval of the school.

- 6.3 Ipads, Cameras and technological devices belonging to the school are only used where at least one other staff member is present within the Early Years department.
- 6.4 Ipads, Cameras and technological devices are never used in the photographic recording of safeguarding incidents.
- 6.5 The Safeguarding policy makes it clear that staff must use the logging concern form and body map to record factual observations relating to child protection procedures concerns. Incidents would always be recorded on Cause for Concern Forms and include the use of a body map to record factual observations relating to child protection concerns.
- 6.6 Early Years have a mobile phone without a camera which is only used by Early Year's Staff. The phone has been supplied by the school to use on outings and during Wraparound play in the Early Years Garden. This ensures the safety of children at collection times, during outside play. Ipads are solely for the purpose of work-related matters only and are not taken home.

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- 6.8 The policy makes it clear that, 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>	
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<b>Audience</b>	
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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