

COGNITA



Safeguarding Early Years – Use of Mobile Phones and Devices Policy

September 2023

Introduction

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.

Statutory Regulation

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.

Code of Conduct

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.'

Use of Personal Devices by Staff and Volunteers

- Colchester Prep & High School staff are not permitted to use their personal mobile phones and technological devices whilst children are present.
- Early Years Staff and Wraparound staff are required to lock their devices in a designated area, (EY's office room 71 in a locked cupboard).
- Staff are permitted to use their mobile phones or technological devices in the staffroom/office and other designated school offices during breaks and non-contact time when there are no children present.
- 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.
- 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.
- The Nursery Manager/Deputy and Reception Teachers monitor camera and video use. The use of smart/apple watches are not allowed in Early Years. Staff wearing smart watches will be asked to remove them and leave them locked away with their mobile phones in a designated area.
- Early Years Staff are asked to supply the main school number for people to contact them in the event of an emergency during school times.
- The school has a basic mobile phone (without a camera to use for calls and texts messages only) which trip leaders take with them to use on off site visits. In addition a basic mobile phone designated to After school Wraparound is available for parents to contact staff from 4-6pm when the 2 groups are amalgamated. It is also used during the Holiday Provision for parents to contact us if we are in the garden.

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- 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).
- Staff must also exercise caution when using mobile phones and technological devices outside of working hours. This includes the accessing of social networking sites, and to be aware of the risk to themselves and others. This includes not contacting or accepting requests on social media sites from parents or pupils and ensuring their privacy settings are robust.

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

- All visitors to Colchester Prep & High school sign in at the main Reception Desk where they are reminded about not using their mobile phones for the duration of their visit.
- We are a total Mobile Free Zone there is a clear sign in the main Reception entrance that states 'no mobile phones beyond this point.' There are signs displayed around the inside and outside of the Early Years Department to remind parents and visitors.
- We would advise all visitors to supply the main office number for use in an emergency.
- 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.
- The Nursery Manager/Deputy/Reception teacher monitors the use of school devices in the Early Years.
- Colchester Prep & High School remind parents on the use of mobile phones, cameras, and technological devices via newsletter, at events and when signing in as a visitor to school. Parents/visitors are informed about the Safeguarding and Child Protection Policy and Early Years Use of Mobile Phones and Devices Policy. Parents are reminded to visit the school website to view a selection of Policies and procedures.
- The Early Year's – Use of Mobile Phone and Devices Policy is displayed on the Parents Safeguarding Information Boards.
- Parents/visitors are not permitted to use cameras, iPad, videos, smart watches, or other technological devices during the school day.
- When the use of photography may be permitted, for example at school productions and events parents are requested, prior to the event, not to share any photographs on social networking sites.
- Parents are reminded that they are not permitted to upload photographs of their own or any other pupils online or any social media sites. Regular e-safety briefings and newsletters share this request with parents.

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

- Cameras/iPad are not permitted in the Early Year's Department except cameras and iPads that are the property of Colchester Prep & 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.
- Ipads used in the Early Years department are for staff to collect images/videos of children for the purpose of our Online Learning Journal (Interactive Learning Diary) and used for observations to support their progress, learning and development. Observations are shared with parents who have an individual login to access their own child's photographs, videos and observations.
- 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.
- Children's online learning journals (ILD) 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 their 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.
- Photographs and recordings of children are only taken to evidence their learning and development or for displays within the setting on ipads/cameras that belong to the Early Years department. Ipads are used with at least one other member of staff present.

Ipads, Cameras and technological devices are never used in the photographic recording of safeguarding incidents. 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 CPOMS and include the use of a body map to record factual observations relating to child protection concerns. 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).

Ownership and consultation	
Document sponsor (role)	Headteacher
Document author (name)	Marian Harker (Quality Assurance Officer) Reviewed by Alison Barnett (Safeguarding Advisor) 2019
CHS Author Review	Karen Hull (Nursery Manager EYFS DSL) September 2023
CHS Headteacher Review	Karen Gracie-Langrick (Headteacher) September 2023

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

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England	Yes
Wales	Yes
Spain	Yes

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Related documentation	
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