

COGNITA



COLCHESTER

PREP AND HIGH SCHOOL

Safeguarding: Early Years - Use of Mobile Phones and Devices

September 2025

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 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 require (para 3.6) require all schools to have a clear policy on the use of mobile phones and devices.

Code of Conduct

The Cognita Code of Conduct for staff states, 'Cognita does not permit the use of personal mobile phones, Smart devices and cameras by staff where children are present' (section 25 and see IT Policy and Safeguarding Policy for more information)..

Use of personal devices by staff and volunteers

- All Early Years and Wraparound staff mobile phones are kept in the EY's office room 50 in individual lockers. The Nursery Manager/Reception Teacher monitor the use of school devices in the Early Years. Staff are permitted to use their mobile phone in the EY's staff room/office during their breaks when there are no children present. Breakfast /After school club staff and MDA's lock their phones in the Refectory cupboard while supervising Early Years Children.
- Staff who refuse to comply with the policy or who are found with their mobiles during the school day will face disciplinary action.
- Staff are asked to supply the main school number for people to contact them in the event of an emergency during school times.
- On off site visits there is a school mobile phone, (to use for calls and text messages ONLY) which all Trip Leaders take with them to use. This is monitored and checked on a regular basis to ensure appropriate usage and that it is in full working order by the Early Years Lead. Staff members are not allowed to take their personal mobile phones with them and in the event of an emergency the office would be able to contact them via the school mobile.
- In the event of suspicion that a staff mobile phone or technological device may contain unsuitable material, the nature of the material should be recorded and then the Headteacher and the Designated Safeguarding Lead would be informed.
- 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 risks 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 the school are asked to store their mobile phones along with the staff mobiles in the locked area in the Early Years Leads office for the duration of their visit. They would only be allowed

access to these away from children and when in the office of the Early Years Lead and under supervision.

- We would advise all visitors to supply the main office number for use in an emergency as all mobile phones would be locked away for the duration of their visit.
- All of the schools mobile phones, cameras and technological devices and digital safety policies can be found on the school's website. The Early Years department also display clear 'no mobile phone zone' posters and 'no camera zone' around the outside and inside of the building. Parents and Visitors to the school that are seen with mobile phones on display whilst moving around the school, (during drop off and collection times) would always be challenged and asked to remove these from the premises immediately.
- As we are a total **MOBILE FREE ZONE** there are many signs displayed around the inside and outside of the Early Years department and around the whole school to remind parents and visitors.
- In reference to our IT Policy, Parents and carers are informed that whilst they can take pictures and videos of their OWN children during a performance these are not to be shared on social media sites and they are for their own personal use. Permission will be sought prior to any performances to seek agreement from parents and carers of all children taking part, should recording take place i.e. in the event of a school video being produced. If permission is denied then this would be made clear to all parents before the performance took place.

Use of the school's mobile phone, camera and technological devices

- The school mobile phone is only used on external trips and this has sole facility of calls and text messaging, (in the event of a photo facility being available this is deactivated). Ipad used in the Early Years department are for staff to collect images of children for the purpose of our Online Learning Journal system, and used for observations and journal entries. These are deleted once used and published. These are shared with parents who have an individual log in and account to access their own child's photographs and videos only. Each class has a designated Ipad for their classroom to take pictures of their children. Ipad are always used with at least one other member of staff present at all times.
- Apple watches are not allowed to be worn by any of the children in school and staff turn their apple watches to airplane mode at all times in school.
- The main school policy on Digital Safety Cognita IT Policy outlines and reinforces the points of this policy and can be found on the schools website.

Early Years: Use of Mobile Phones and Devices

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (role)	Karen Nicholson – Breaside Prep Reviewed by Regional Safeguarding Lead – June 2025
CPHS Author Review	Karen Hull – Nursery Manager, Head of Early Years EYDSL (September 2025)
CPHS Headteacher Review	Karen Gracie-Langrick – Headteacher (September 2025)

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

Document application and publication	
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Greece	

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Related documentation	<ul style="list-style-type: none">○ Independent School Standards○ British School Overseas Standards○ Safeguarding Policy○ IT Policy
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