

**Cumnor House School for Boys
and
Treetops Nursery**



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

September 2016

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 (para 3.4) 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 and cameras by staff where children are present'.

Use of personal devices by staff and volunteers

- Staff and volunteers are permitted to use mobile phones and technological devices at school providing that they are working where children are not in the room, this includes during breaks and non-contact time. Mobile phones must never be used in the presence of the children and this is monitored by the SLT.
- Staff who ignore this policy will be reported to the Headmaster and will face disciplinary action.
- The schools' main telephone number is used for people who need to contact staff or volunteers in an emergency.
- During outings and off-site visits staff are permitted to use their own mobile phone in an emergency but in most cases staff are provided with a school mobile.
- Where it is believed that there may be suspicion that material on a mobile phone or technological device may be unsuitable this will be reported to the DSL or Headmaster who will investigate further.

Use of personal mobile phones, cameras and technological devices by others (this may include children, parents, visitors and contractors)

- Staff are reminded of the mobile phone policy and all visitors and contractors are given an information leaflet asking them to refrain from using mobiles and technological data when they arrive on site.
- In an emergency staff or volunteers must leave the room in which there are children if they need to use their mobile phone in an emergency, this is only if there is another adult in the room to supervise the children.
- No person has permission to use their mobile phone in the presence of children.
- All parents have signed a permission form for photographs to be taken in school of the children for various educational purposes, these photos are only taken with school cameras.
- The school informs parents of the policy on the use of mobile phones, cameras and technological devices by publishing this policy on the website and having posters displayed around the site as reminders.
- Special events such as productions are usually videoed and photographed by professionals and by staff using the school cameras, parents and guests are asked to refrain from videoing and photographing during performances.
- Parents are permitted to take photographs of their children at school events but are not permitted to take photographs of other children.
- The school strongly advises against publishing photographs of their children on social networking sites.

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

- The Manager of each setting is responsible for making sure that school cameras and technological devices are the only devices used to take photographs in school settings.
- The school ensures that images are used in accordance with the Data Protection Act 1998 by asking for parental permission when a child joins the school to take photographs
- No member of staff is permitted to take photographs of a child's bruises or injuries where there is a child protection concern. If there is a concern relating to safeguarding the body map and concern form must be used to document this evidence.
- School mobile phones and devices must only be used for school related work.
- Where there is a suspicion that material on a mobile phone or device which is unsuitable and could provide evidence relating to a criminal offence the school will contact the Local Authority Designated Officer and the Police.

Early Years: Use of Mobile Phones and Devices

Ownership and consultation	
Document sponsor (role)	Headteacher
Document author (role)	

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