



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

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 Code of Conduct

- 2.1 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'.

3 Use of Personal Devices by Staff and Volunteers

Staff members who use school-issued digital devices (e.g., phones, laptops, cameras) outside of school hours are expected to do so in a responsible and professional manner. Phone calls should be made or taken only during breaks or CPT, except in urgent situations, such as a family illness. Mobile phones must not be used in the classroom or while supervising students in any setting.

Staff who fail to follow this policy, including inappropriate or unauthorized use of school-issued digital devices, may be subject to disciplinary action in line with the school's staff code of conduct and disciplinary procedures.

The school's main telephone number may only be used as a point of contact in genuine emergencies by staff, volunteers, or individuals needing to urgently reach them. For all off-site visits or outings, the designated trip leader will be provided with a school-issued mobile phone to contact parents, guardians, or the school in case of emergency. This device should also be used for any required communication and, where appropriate, to take photographs for educational or safeguarding purposes. The use of personal mobile phones during such activities must be agreed in advance with a manager and should be limited strictly to emergencies.

If there is a suspicion that any material on a school-issued or personal device used for school activities is inappropriate or may constitute evidence of a criminal offence, the matter will be reported immediately to the Senior Leadership Team (SLT). The SLT will secure the device and take appropriate action, which may include contacting the local authority, the police, or other relevant agencies, in line with safeguarding and legal obligations.

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

Visitors must seek permission from a member of the Senior Leadership Team (SLT) or the manager before using personal mobile phones in areas where children are present. This ensures the safety, privacy, and safeguarding of all pupils.

Parents are informed of the school's policy on the use of mobile phones, cameras, and digital devices on school grounds through Cognita Connect and other official communications. This ensures clarity and consistency regarding acceptable use.

During school performances, celebrations, and similar events, staff will inform parents and visitors that they are permitted to take photographs or videos of their own children. However, they will also be reminded that these images and videos must not be shared on social media to protect the privacy and safeguarding of all pupils.

Parents and carers may take photographs of their own children at school events, provided they respect the school's safeguarding guidance and do not capture or share images of other children without explicit consent.

The school strongly advises parents and visitors not to post photographs or videos of school events on social networking sites, even if the images are of their own child. This guidance helps to protect the privacy and safety of all pupils.

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

Only school-issued devices, such as iPads, may be used to take appropriate and relevant images of children during school activities or trips. Personal mobile phones or cameras must not be used for this purpose.

All images are taken, stored, and shared in compliance with the Data Protection Act and the General Data Protection Regulation (GDPR). Photos of children will only be shared on Cognita Connect with prior consent from parents or carers.

Photographs of bruises, injuries, or other child protection concerns must not be taken. Instead, staff must document such concerns using the logging concern form and CPOMS body map to ensure accurate, factual, and confidential recording.

All child protection concerns must be recorded using the school's logging concern form and the body map in CPOMS to maintain safeguarding standards and comply with statutory requirements.

School-issued mobile phones, cameras, and technological devices are to be used strictly for work-related purposes and in line with safeguarding and data protection policies.

With the exception of planned visits or outings, school mobile phones, cameras, and other devices must not be taken off-site without prior approval from a member of the Senior Leadership Team (SLT).

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