

**COGNITA**  
TEACHING EXCELLENCE



Huddersfield Grammar School

# **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 may use their mobile phones and technological devices outside of working hours, on school premises, **providing that there are no children present.**
- Mobile phones and technological devices should be **stored in bags and on silent and never used whilst children are present**
- Staff are allowed to use their mobile phones or technological devices in the staffroom and work room during breaks and non-contact time
- If staff ignore the school policy they will face disciplinary action
- The school's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them
- In circumstances such as outings and off-site visits staff are permitted to take mobile phones in the event of an emergency. **Under no circumstances should the phones be used for anything other than emergencies and should not be used when children are present. Under no circumstances should the phone be used in camera or video mode at any point.**
- Where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and may constitute evidence relating to a criminal offence then the phone in question must be made accessible to the line manager. If this is not possible then a Neutral notification form should be filled in and made available to Safeguarding lead who will then deal appropriately.

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

- Around school there are posters indicating that it is a mobile free zone. Staff are encouraged to ask parents to turn off phones during activities or to go outside the building.
- Staff are permitted to use their professional judgement in exceptional circumstances, such as a family emergency
- Staff are encouraged to approach parents and ensure that photos of children are not taken without prior permission
- The whole school mobile phone policy is available on the school website
- In the case of school productions and events Parents are asked that if they take photographs then these are just of their child – or with permission from other families.
- Parents and carers are permitted to take photographs of their own children at school events providing they stick to the above
- At the beginning of each event / performance the school strongly advises against the publication of any such photographs on social networking sites

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- If staff have a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence then parents will be approached. If not possible then the Safeguarding lead will be informed and procedures followed.
- Staff will follow procedures outlined in the Safeguarding Policy

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

- All EYFS staff are provided with a school IPAD to ensure that only cameras and technological devices belonging to the setting are used to take appropriate and relevant images of children
- The images are downloaded onto the Interactive Learning Diaries site and all Ipads have passcode protection.
- The school ensures that cameras and technological devices are only used where at least one other staff member is present
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns
- Staff must use the logging concern form and body map to record factual observations relating to child protection concerns – available from Safeguarding lead
- The school's mobile phone or technological devices must only be used for work related matters
- Technological devices, phones and cameras should not be taken off the premises without prior permission – permission is granted for the use of school IPADS to be taken home as long as they are pass code protected
- In circumstances where there is a suspicion that the material on a mobile phone 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)

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<b>Ownership and consultation</b>	
Document sponsor (role)	Headteacher
Document author (role)	Head of EYFS: Nicki Halstead

  

<b>Audience</b>	
Audience	Staff in Early Years settings and units Adults visiting Early Years settings and units

  

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England	Yes
Wales	
Spain	

  

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<b>Related documentation</b>	<ul style="list-style-type: none"><li>○ Independent School Standards</li></ul>
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