COGNITA

Huddersfield Grammar School

The whole child is the whole point

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

September 2020

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 Statutory Regulation

2.1 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.

3 Code of Conduct

3.1 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'.

4 Use of Personal Devices by Staff and Volunteers

4.1 Staff may use their mobile phones, cameras and/or devices outside of working hours and on school premises, **provided that there are no pupils present**.

4.2 Mobile phones, cameras and/or devices should be **stored in bags, on silent mode and never used whilst pupils are present**.

4.3 Staff are allowed to use their mobile phones, cameras and/or devices in the staffroom and work room during breaks and non-contact time.

4.4 If staff ignore the school policy, they will face disciplinary action.

4.5 The school's main telephone number can be used for emergencies by staff or volunteers, or by people who need to contact them.

4.6 In circumstances such as outings and off-site visits, staff are permitted to take mobile phones for use in the event of an emergency. **Under no circumstances should the phones be used for anything other than emergencies – and they should never be used when pupils are present. Under no circumstances should the phone be used in camera or video mode**.

4.7 Where there is a suspicion that the material on a mobile phone, camera and/or device may be unsuitable and may constitute evidence relating to a criminal offence, the phone, camera and/or device in question must be accessible to the Designated Safeguarding Lead (DSL), Mrs Angela Fitzpatrick. If this is not possible, a Self-Report Form should be filled in and made available to the DSL as soon as possible.

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

5.1 Huddersfield Grammar School is a mobile-free zone, as highlighted in a range of posters around the school site. Staff are encouraged to ask parents to turn off mobile phones, cameras and/or devices during activities, or to go outside the building.

5.2 Staff are permitted to use their professional judgement in exceptional circumstances such as a family emergency.

5.3 Staff are encouraged to approach parents and ensure that photos of children are not taken without prior permission.

5.4 The school-wide mobile phone policy is available on the school website.

5.5 In the case of school productions and events, parents are requested not to take any photographs or video footage.

5.6 If staff have a suspicion that the material on a mobile phone, camera and/or device may be unsuitable and provide evidence relating to a criminal offence, then parents will be approached. If this is not possible, the DSL will be informed and procedures followed in line with the Safeguarding Policy.

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

6.1 In the Early Years, staff are provided with a school iPad to ensure that only cameras and digital devices belonging to the school are used to take appropriate and relevant images of children.

6.2 Any images taken by Early Years staff are downloaded onto the Interactive Learning Diaries site and all iPads have password protection.

6.3 The school ensures that cameras and digital devices are only used when at least one other member of staff is present.

6.4 Both procedurally and through policy, it is made clear to staff that it is not appropriate to take photographs of bruising or injuries on a child for child protection concerns, and that staff must use the logging concern form and body map to record factual observations relating to child protection concerns.

6.5 Does the policy make it clear that staff must use the logging concern form and body map to record factual observations relating to child protection concerns?

6.6 The school's mobile phones, camera, iPads and other digital devices must only be used for work-related matters and should not be taken off the premises without prior permission – this is granted for the use of school iPads to be taken home as long as they are password protected.

6.7 In circumstances where there is a suspicion that the material on a mobile phone, camera or digital 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	
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