

Mobile Phones and Devices Use in Early Childhood - Hampstead

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. This may include tablets or any other technological device. Safeguarding of students 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

- Personal mobile phones and devices should only be used outside of working hours and never whilst children are present
- Personal mobile phones and devices should be stored in staff desks or staff only cupboards out of the reach or accessibility of children
- In the unusual event of a family emergency, staff should seek permission from the DSL or member of the senior management team to use their personal mobile phone or device
- If a staff member, student, volunteer or visitor must use their mobile phone, this should be away from children and ensuring that staff supervision levels are not compromised
- The school's main telephone number (020 7431 1200) can be used for emergencies by staff, volunteers or visitors or by people who need to contact them
- Staff, students or volunteers who ignore this policy and use a mobile phone or device on the setting premises without permission may face disciplinary action
- In circumstances such as outings and off site visits, staff will agree with the DSL or EVC the appropriate use of personal mobile phones in the event of an emergency. School mobile phones are made available for visits which can be booked out via the Admin Office. The phones are charged and equipped with key emergency numbers. In the event of an emergency, the safety and welfare of children must take precedence.
- 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, the Safeguarding and Child Protection Policy with Keeping Children Safe in Education, the Safeguarding Learning Outside the Classroom Policy and the Code of Conduct for Staff and Visitors and AUP policy will be followed.

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

Southbank Hampstead recognises that visitors may wish to have their personal mobile phones and technological devices with them. However, safeguarding of children within the 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 management and proprietors have implemented the following policy:

- Mobile phones and technological devices must only be used away from the children and where possible, off site.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the DSL or school management to use their mobile phone or device.
- The school's main telephone number (020 7431 1200) can be used for emergencies.
- Photos or videos of children must not be taken without prior discussion with the Senior Management and in accordance with the Data Protection Act 1998 and the school's Code of Conduct for Staff and Visitors and Acceptable Use Policy. For further information please see <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/> No images should be shared on social media.
- 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 Safeguarding and Child Protection, Keeping Children Safe in Education Policy will be followed.
- Visitors remain responsible for their own property and will bear the responsibility of any losses.
- Prior to an event to which parents are in attendance, such as an assembly or concert, the school will ensure they remind attendees that any footage filmed is for personal use only.

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

Southbank Hampstead provides each member of staff and students with an iPad or technological device, or with access to school cameras or school mobile phones to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

- Only the camera and technological devices or storage systems (eg memory cards) belonging to the setting may be used to take appropriate and relevant images of children, such as observations, photographs or videos of setting events, evidence of learning.
- Images must be used in accordance with the Data Protection Act 1998 and the school's Code of Conduct for Staff and Visitors and Acceptable Use Policy. For further information please see <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/> No images should be shared on social media.
- Cameras and technological devices should only be used where two or more staff members are present.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. The Cause for Concern form must be used to record factual observations. See the Safeguarding and Child Protection, Keeping Children Safe in Education Policy.
- The setting's mobile phones must only be used for work related matters.
- 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 Safeguarding and Child Protection, Keeping Children Safe in Education Policy will be followed, including taking advice from external agencies such as the police, or Multi-Agency Safeguarding Hub (Camden) MASH. **Please note that all Local Authority (Camden) Designated Officer referrals must be made via the Multi-Agency Safeguarding Hub (Camden) MASH.**

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