



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

- 3.1 Personal mobile phones and technological devices are not used by staff during working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place such as the staff room or workroom (break and lunchtimes).
- 3.2 Mobile phones and technological devices are stored in locked cupboards, checked in at the office, or the staff room. Personal devices are prohibited in early years classrooms.
- 3.3 If school policy is ignored, staff will receive a verbal warning and a low-level cause for concern will be completed. A written warning will be given for further offences and managed on a case-by-case basis.
- 3.4 Staff members ensure that contact details of the school are known to family and people who may need to contact them in an emergency.
- 3.5 During educational visits, the visit leader must take a school phone. In the event of an emergency, if the school phone cannot be used, staff members may use their personal phone for contact between school and the destination. Where a personal phone has been used, the staff member will complete a self-report form.
- 3.6 In line with our safeguarding and child protection policy, should any members of staff have suspicion that the material on a mobile phone, camera or technological device be unsuitable and may constitute evidence relating to a criminal offence, staff must report this to the Child Protection and Wellbeing Coordinator immediately.

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

- 4.1 All visitors and contractors are required to store their devices securely while on the premises. Signs around the setting will indicate areas where device use is strictly prohibited, particularly in areas where children are present. Mobile devices may only be used in designated areas indicated by school staff or off-site.
- 4.2 In exceptional circumstances, such as a family emergency, parents or visitors may seek permission from the manager or senior member of staff to use their mobile phone in a private area away from children. Staff will assist with making alternative communication arrangements if needed.

- 4.3 Visitors must request permission from the manager to use their phones in areas where children are present. Where possible, phone usage should be redirected to designated areas. BSB does invite families into school for events such as stay and play dates, workshops and performances. The staff member leading the session will state when mobile phones can be used to take photos.
- 4.4 The school strictly prohibits the taking of photos of children without prior permission. Visitors are briefed on this policy upon arrival.
- 4.5 Parents are informed of the mobile phone policy through information shared and posters around the school as well as being reinforced during parent information meetings and school events.
- 4.6 BSB displays signage in all key areas (classrooms, hallways, and outdoor spaces) to remind staff, parents, and visitors that the use of personal devices is not permitted in designated areas.
- 4.7 During school productions or events, parents are informed in advance about the policy regarding photography and mobile phone use. Designated areas may be provided for taking pictures of their own children, but always with consideration for safeguarding policies.
- 4.8 Families are permitted to take photographs of their own children at events, provided that permission has been granted by the member of staff leading the event.
- 4.9 Families are asked to keep photographs taken on their personal devices for personal use and are strongly advised not to post any photos on social media, in line with safeguarding policies.
- 4.10 If there is suspicion of inappropriate or illegal material on a device, the school will follow its safeguarding procedures, including confiscating any devices to preserve any evidence and hand them to the police for inspection and subsequent removal. This will be the decision of the police.
- 4.11 All processes regarding the handling of inappropriate material are clearly outlined in the school's Safeguarding and Child Protection Policy and are regularly reviewed to ensure compliance.
- 4.12 Visitors are informed upon arrival of the school's policy on mobile phone use.

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

- 5.1 Staff are provided with school-issued cameras and devices for educational purposes. Personal devices are strictly prohibited for photographing or recording children, and the use of school devices is logged.
- 5.2 All staff members are trained on GDPR requirements. Parents provide written consent for any photos or videos taken, and these are stored securely, accessible only to authorized personnel. Images are only used for the intended purpose and in line with consent obtained.
- 5.3 The Safeguarding and Child Protection Policy states, "Staff must never take photos or videos of children's injuries".
- 5.4 Staff must use the logging concern form (CPOMs) and body map to record factual observations relating to child protection concerns.

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

- 5.5 School-issued devices are strictly for work-related tasks, such as documentation and communication within the setting, and must not be used for personal purposes.
- 5.6 If there is suspicion of inappropriate or illegal material on a device, the school will follow its safeguarding procedures, including confiscating any devices to preserve any evidence and hand them to the police for inspection and subsequent removal. This will be the decision of the police.

Ownership and consultation	
Document sponsor	Director of Education
Document author	RSL
Consultation & Specialist Advice	
Document application and publication	
England	No
Wales	No
Spain	Yes
Switzerland	No
Italy	No
Version control	
Current Review Date	September 2025
Next Review Date	September 2026
Related documentation	
Related documentation	<i>Independent School Standards</i> <i>British School Overseas Standards</i>