



COGNITA

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 If staff or volunteers who access school based information on technological devices outside of working hours such as ISAMs FFT, Cognita Connect, Provision Map.. must ensure that correct two factor authentication is correctly installed and used.
- 3.2 Staff and volunteers are not permitted to use their personal mobile phones, cameras and technological devices in front of the students unless there is an emergency and this has been agreed with SLT.
- 3.3 Staff are allowed to use their mobile phones, cameras or technological devices in the staffroom during breaks and non-contact time
- 3.4 The school's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- 3.5 In circumstances such as outings and off-site visits, staff visit lead will be given a school mobile to contact school. In the event of an emergency if a member of staff does not have the school mobile they will use their own personal device. In the case of residential trips staff who are not visit leads and are in charge of a smaller group may use their mobile phone to contact the visit lead and school.

3.6 If there is a suspicion that the material on a mobile phone, cameras or technological device may be unsuitable and may constitute evidence relating to a criminal offence, the staff member will face disciplinary action and will be reported

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

- 4.1 Pupils' mobile phones must be left in the box next to the entrance. Visitors' mobile phones, cameras and technological devices are only used away from the children and where possible in an office. Parents are reminded that mobiles and technological devices should not be used to record pupils.
- 4.2 In case of a family emergency, the family will contact the school and the secretary will contact the pupil.
- 4.3 Visitors will not have permission from the manager to use their mobile phones where children are present.
- 4.4 At the beginning of an event BSV will remind parents and other assistants that photos are not allowed due to data protection.

- 4.5 BSV informs parents via way of the non-use of personal devices on the school site and the policy can be found in BSV's website.
- 4.6 Our site does not display clear signs indicating that mobile phones and cameras are not to be used in designated areas within the school.
- 4.7 Parents and carers are advised against recording and taking photos at school events, and we remind guest that taking photos and recording is not allowed due to data protection.
- 4.8 British School of Valencia strongly advise against the publication of any such photographs on social networking sites.
- 4.9 The main entrances display clear signs indicating that mobile phones and cameras are not to be used within the school.
- 4.10 In circumstances where there is a suspicion that the material on a mobile phone, camera or technological device may be unsuitable and provide evidence relating to a criminal offence we would ask to see the device and if it is a school device we would ask our IT department to check it and report it to the police if there is criminal evidence.
- 4.11 The above process is outlined in the Safeguarding Policy
- 4.12 There are posters in the main entrances that inform school visitors about not using their mobile phones on site.

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

- 5.1 We have a professional code of conduct which is adhered to by all members of staff. All staff have a duty to safeguard children, and these duties are taken very seriously in BSV. Supervision takes place to ensure that only cameras and technological devices belonging to the setting are used to take appropriate and relevant images of children
- 5.2 We follow the data protection policy and data protection legislation to ensure that images are used in accordance with data protection legislation, namely, the General Data Protection Regulation 2016 (as amended, extended or re-enacted from time to time)?
- 5.3 It is not appropriate, and you must never take photographs of bruising or injuries on a child for child protection concerns.
- 5.4 Staff must use the logging concern form and body map to record factual observations relating to child protection concerns.
- 5.5 The policy makes it clear that the setting's mobile phone or technological device must only be used for work related matters
- 5.6 The policy makes it clear that, with the exception of visits and outings, mobile phones, cameras and technological devices should not be taken off the premise without prior permission
- 5.7 In circumstances where there is a suspicion that the material on a mobile phone, camera 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)

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