



Saint Pierre School,
16 Leigh Road, Leigh-on-Sea, Essex SS9 1LE

Early Years: Use of Mobile Phones and Devices

Policy Owner (Position)	Last Updated By (Name)	Date of Last Review	Date Next Review Due
Head Of EYFS	Miss Hoffman	31 st August 2024	August 31st 2025

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/ child protection 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 School Staff Code of Conduct for staff states we do not permit the use of personal mobile phones and cameras by staff where children are present.

Use of personal devices by staff and volunteers in Early Years

All staff's personal devices are kept out of sight and reach of children and only allowed to be used when no children are present. The Head of Early Years monitors this situation.

Staff who refuse to comply with the policy or who are found with their mobiles during the school day may face disciplinary action.

Staff are asked to supply the main school number for people to contact them in the event of an emergency during school times.

For off-site visits staff mobile phones are permitted to be carried but can only be used in an emergency situation with the permission of the trip leader.

If it is suspected that a staff mobile phone or technological device may contain unsuitable material, the nature of the material should be documented, and the Head of Early Years and Designated Safeguarding Lead (Gemma Hoffman) will be informed. The process outlined in the Safeguarding/ child protection Policy will be followed, including taking advice from external agencies (e.g. police, LADO) as appropriate.

Staff must also exercise caution when using mobile phones and technological devices outside of working hours. This includes the accessing of social networking sites being aware of the potential

risks to themselves and others. This includes not contacting or accepting requests on social media sites from parents or pupils and ensuring their own privacy settings are robust.

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

All visitors to our Early Years Department are instructed to store their mobile phones out of sight for the duration of their visit. They would only be allowed access to these away from children and under supervision of the Head of Early Years.

All of the schools' mobile phones, cameras and technological devices and digital safety policies can be found on the school's website. The school displays clear 'no mobile phone zone' posters around the outside of the building. Parents and visitors to the school that are seen with mobile phones on display whilst moving around the school, (during drop off and collection times) would always be challenged and asked to remove these from the premises immediately.

In reference to our Whole School Digital Safety policy, parents and carers are informed that whilst they can take pictures and videos of their OWN children during a performance these are not to be shared on social media sites and they are for their own personal use. Permission will be sought, prior to any performances, from parents and carers of all children taking part, for agreement to a recording take place i.e. in the event of a school video being produced. If permission is denied, then this would be made clear to all parents before the performance took place.

Use of the school's mobile phone, camera, technological devices and electrical devices with imagery and sharing capabilities

Ipads used in the Early Years department are for staff to collect images of children for the purpose of our Online Learning Journal system, (Tapestry) and used for observations and journal entries. These are shared with parents who have an individual log in and account to access their own child's photographs and videos only. Ipads are always used with at least one other member of staff present at all times.