



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

**ELIS VILLAMARTÍN
SEPTEMBER 2025**

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 ELIS does not permit the use of personal mobile phones and cameras by staff where children are present. After school hours, staff are allowed to use their mobile phones and technological devices if pupils are not present.
- 3.2 The school insist that personal mobile phones and technological devices are stored in the staff room and never used whilst children are present.
- 3.3 Staff are allowed to use their personal phones, cameras or technological devices in the staffroom during morning and lunch breaks.
- 3.4 Staff who ignore the school policy could face disciplinary action, if after a first warning the situation remains.
- 3.5 The school's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- 3.6 In circumstances such as outings and off-site visits a school phone will be provided and personal mobile phones should not be visible. If it is used in the event of an emergency, Head of Lower School or Early Years coordinator should be informed.
- 3.7 If 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 this will be reported immediately to EYCPC/ Head of Lower School or CPC.

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

- 4.1 In order to ensure that mobile phones and technological devices are only used away from the children and where possible, off site all staff are informed through policies and reminders. Parents and visitors are also informed through the Digital Safety Policy – available on the website, signs, reminders in letters and bulletins, reminders before events and one to one conversations when needed.
- 4.2 For exceptional circumstances, such as a family emergency or medical appointment, staff can be contacted through the school phone or get an authorisation from the Head of Lower School to keep their personal phone during the day (but not visible to children).
- 4.3 Visitors should seek permission to use their mobile phones where children are present and will always be directed to an office area where pupils are not present or to leave the facilities.
- 4.4 Parents are asked to be considerate when taking videos or photographs at school events and are requested not to publish material of other children in any public forum without the permission of the relevant family. It is illegal to sell or distribute recordings from events without permission. Any parent who does not wish for their child to be videoed or photographed at school events by other attendees must notify the school in advance and in writing.
- 4.5 The Digital Safety Policy is available on the website for parents. There are also signs displayed around the facilities. Regular reminders are sent through school letters and bulletins.
- 4.6 The setting displays clear signs indicating that mobile phones are not to be used in designated areas within the school.
- 4.7 Parents and carers are permitted to take photographs of their own children at school events. Parents are advised to share these in social media and reminded that should other children appear on them, before sharing they will have to have permission from all the parents of all the children present.
- 4.8 School strongly advise against the publication of any such photographs (of their own children) on social networking sites.
- 4.9 If 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?
Headteacher will be immediately informed who will report to the Executive Principal (and Business Manager when appropriate) to decide on next steps. Authorities will be informed if necessary.
- 4.10 The process is in the Safeguarding Policy, section 16 (Allegations policy).
- 4.11 Signs are in place to inform school visitors about using their mobile phones on site.

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

- 5.1 Following the Digital Safety Policy, staff has been informed that it is not permitted to use their own devices or memory cards to record videos or photographs of pupils.
- 5.2 Staff have been informed of the Data Protection Regulation. Updated list available in Teams with pupils not authorised.
- 5.3 The school has not a system in place to ensure that cameras and technological devices are only used where at least one other staff member is present.
- 5.4 Staff have been informed that it is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. Staff have been also informed that it is not appropriate to record pupils' behaviour concerns.
- 5.5 Staff must use CPOMS and body map on CPOMS to record factual observations relating to child protection concerns.
- 5.6 The policy makes it clear that the setting's mobile phone or technological device must only be used for work related matters.
- 5.7 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 premises without prior permission and an authorisation document will be signed.
- 5.8 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 process outlined in the Safeguarding Policy will be followed, including taking advice from external agencies (e.g. police, LADO).

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 British School Overseas Standards</i>