



Safeguarding Children

Use of Mobile Devices Policy

Giggleswick Pre-school recognises that staff may need to have access to mobile phones on site during the working day, for example in emergency situations. Support and reference on the concerns with mobile technology in the Early Years has been sought from '[Safeguarding children and protecting professionals in early years settings: online safety considerations](#)'. Personal cameras are not permitted on the premises without prior arrangement with the Pre-school Manager.

The concerns are mainly based around these issues:

- Staff being distracted from their work with children
- The use of mobile phones and technological devices around children
- The inappropriate use of mobile phones and technological devices

Safeguarding of pupils within the whole school and Pre-school setting is paramount therefore the setting has implemented the following policy.

Procedures

Giggleswick Junior School allows staff to bring mobile phones into work for their own personal use; however, they must only be used during non-contact with children.

Pre-school staff must keep personal devices in the staff lockers at all other times and must never be used in a room where any children are or have access to. If staff need to make an emergency call, they must do so in the Pre-school office or GJS staff room.

Staff **are** allowed to use their mobile phones or technological devices in the staffroom or office during breaks and non-contact time. Use around the campus must be restricted to safeguard pupils and to encourage appropriate use by pupils.

Staff who ignore the school policy will be held to account.

The school's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.

Staff must ensure that there is no inappropriate or illegal content on the device. 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 Head of the Junior School and DSL will take action according to Safeguarding Procedures.

In circumstances such as outings and off-site visits, if the school mobile phone is unavailable for use, it is acceptable for staff to use their own phone for emergency or school related calls only.

Personal mobile phone technology may not be used to take photographs anywhere within the school grounds. There are digital cameras/tablet devices available within the Pre-school and only these should be used to record visual information.

Only cameras and technological devices belonging to the setting are used to take appropriate and relevant images of children whilst in setting. The settings mobile device must only be used for work related matters. The Pre-school mobile devices are only used where at least one other staff member is present. Photos will not be taken of children in the toilet area. Photos may be taken of children washing and drying hands to promote learning.

It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. All staff are aware that staff must use the logging concern form and body map to record factual observations relating to child protection concerns.

Any Pre-school mobile devices should not be taken off the premise without prior permission other than outings.

Promotional Photography

From time to time photographs of children participating in school activities will be taken for marketing purposes. The photographer will be accompanied by a member of staff at all times whilst taking photographs.

All parents must complete a written consent for Photography and Publicity when joining the Pre-school. For any changes to consent, parents must inform the Nursery Manager, and a new form completed. The Consent for Photography and Publicity Form can be found as part of the online joining pack.

Use of mobile phones for volunteers and visitors

At their first visit, volunteers and visitors are given information informing them they are not permitted to use personal mobile phones/cameras on the premises. If they wish to make or take an emergency call, they may use the school office.

Neither volunteers nor visitors are permitted to take photographs or recordings of the children without permission.

At Pre-school events (e.g. concerts, sports day), parents are reminded that any photos taken of their own children are for their use only and should not be uploaded onto social media.

Related policies

Taking, Storing and Using Images of Children Policy

Safeguarding Policy

Visitors' Policy

Staff Code of Conduct and Contact with Pupils

Whistleblowing Policy

[Safeguarding children and protecting professionals in early years settings: online safety considerations](#)

Reviewed by	C B Shuttleworth, Pre-school Manager
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