



COGNITA

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

**Spain
2026**

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 Staff are permitted to use school devices outside of working hours for work purposes only.
- 3.2 Personal devices must be completely out of sight of students and used only at breaktimes out of view from children.
- 3.3 Staff who do not obey this will be given a warning.
- 3.4 In case of an emergency, staff family members may contact the school's main number. If staff have special circumstances e.g. a sick child at home, waiting on important news they may complete a self report and inform their HOD about the need to have their phone available.
- 3.5 In circumstances such as outings and off-site visits, staff may use their personal mobile phones in case of emergency.
- 3.6 Where 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 Headteacher will be informed and advice will be sought from the regional safeguarding lead.

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

- 4.1 For off site visits, personal devices should remain out of sight of children
- 4.2 In case of an emergency, staff family members may contact the school's main number. If staff have special circumstances e.g. a sick child at home, waiting on important news they may complete a self report and inform their HOD about the need to have their phone available.
- 4.3 Visitors should seek permission from the manager to use their mobile phones where children are present (this includes parents).
- 4.4 What arrangements are in place to ensure that photos of children not taken without prior permission from the manager?
- 4.5 Posters are displayed to inform parents about the school's policy on the use of mobile phones, cameras and technological devices on the school site.

- 4.6 In the case of school productions and events the HOD informs parents beforehand that all photos and videos should remain private and not shared on social media.
- 4.7 At the beginning of the academic year, during New Parent Meetings and Year Group Meetings, the HOD or Coordinator will draw parents' attention to the school's mobile phone policy posters. They will highlight the importance of responsible mobile phone use throughout the school building, with particular emphasis on the pick-up and drop-off of children.
- 4.8 For parent visits to the school, upon arrival at the Reception Desk, the receptionist will direct parents' attention to the poster outlining the school's mobile phone policy.
- 4.9 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 headteacher will be informed who will seek advice from the regional safeguarding lead.

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

- 5.1 Staff are informed at the start of the year that only cameras and technological devices belonging to the setting are used to take appropriate and relevant images of children.
- 5.2 Initial training ensures that staff understand 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 In initial safeguarding training at the start of every year, staff are informed that it is not appropriate to take photographs of bruising or injuries on a child for child protection concerns.
- 5.4 The safeguarding policy and training makes it clear that staff must use the logging concern form and body map to record factual observations relating to child protection concerns.
- 5.5 Safeguarding training makes it clear that the setting's mobile phone or technological device must only be used for work related matters.

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