



COLEGIO
INTERNACIONAL
MERES



A **COGNITA** SCHOOL

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

1 Introduction

- 1.1 We recognise that having a personal mobile phone at the workplace may be of interest in cases of emergency, and also that a person may have other technological devices with them or among their personal belongings. The protection of pupils in school and specifically in early childhood education is paramount, and it is a recognised fact that personal mobile phones, cameras and technological devices can potentially be misused. For this reason, this **policy has been implemented** in the Infant stage.

2 Code of Conduct

- 2.1 The Code of Conduct for Cognita staff states: "Cognita does not allow staff to use mobile phones and personal cameras in the presence of minors" (except in cases of emergency, for example, on educational visits).

3 Use of personal devices by staff and volunteers

- 3.1 Staff are not allowed to use personal mobile phones or technological devices during working hours. This does not include breaks where personal mobiles can be used off-site or in a safe location such as the staff lounge or workroom.
- 3.2 Mobile phones and technological devices are kept in locked cabinets, in offices or in the staff room. Personal devices are prohibited in early childhood classrooms.
- 3.3 If the school's policy is disregarded, staff will receive a verbal warning and a Cause for Concern: Adult form will be completed. In the event of a repeat offense, a written warning will be sent and handled on a case-by-case basis.
- 3.4 Staff members ensure that the school's contact details are known to the family and people who may need to contact them in case of emergency.
- 3.5 During educational visits, the person responsible for the visit must bring a school phone. In the event of an emergency, if the school phone cannot be used, staff members can use their personal phone to contact the school and the duty station. When a personal phone has been used, the staff member will fill out a self-report form.
- 3.6 In line with our comprehensive child protection policy, if any staff member suspects that material from a mobile phone, camera or technological device is inappropriate and may constitute evidence relating to a criminal offence, staff must immediately inform the Child Welfare and Protection Coordinator.

4 Use of mobile phones, cameras, and personal technology devices by others (but not limited to, this section may refer to children, families, visitors, and contractors)

- 4.1 All visitors and contractors should be aware of areas where the use of devices is strictly prohibited, especially in areas where there are pupils. Mobile devices may only be used in designated areas indicated by the staff of the centre or outside the facilities.
- 4.2 Meres International School invites families to different events and meetings. The staff member leading the session will indicate when mobile phones can be used to take photos.
- 4.3 The school strictly forbids taking photographs of students without prior authorization. Visitors are informed of this policy upon arrival.
- 4.4 Families are informed of the mobile phone policy through shared information and posters throughout the school, and reinforced during family information meetings and school events.
- 4.5 Meres International School displays signage in all key areas (classrooms, hallways, and outdoor spaces) to remind staff, families, and visitors that the use of personal devices is not permitted in designated areas.
- 4.6 During school productions or events, families are informed in advance about the policy regarding photography and the use of mobile phones. Areas can be set up to take photographs of your own children, but always taking into account the protection policies.
- 4.7 Families are allowed to photograph their own children at events, as long as they have permission from the staff member leading the event.
- 4.8 Families are kindly requested to keep photographs taken on their personal devices for personal use and are strongly advised not to post any photos on social media, in line with child protection policies.
- 4.9 If inappropriate or illegal material is suspected on a device, the school will follow its comprehensive protection procedures, including confiscating any device to preserve any evidence and turning it over to law enforcement for inspection and subsequent removal. This decision will be up to the police.
- 4.10 All procedures regarding the handling of inappropriate material are clearly outlined in the school's comprehensive child protection policy and are reviewed on a regular basis.

5 Use of mobile phones, cameras and technological devices of the school

- 5.1 Cameras and devices provided by the school are available to staff for educational purposes. Personal devices are strictly prohibited for photographing or recording children, and the use of school devices is recorded.
- 5.2 All staff members are trained on data protection requirements. Families give written consent for any photos or videos that are taken, and these are stored securely, accessible only to authorized personnel. The images are only used for the intended purpose and in accordance with the consent obtained
- 5.3 The comprehensive child protection policy states that "staff should never take photos or videos of children's injuries."
- 5.4 Staff should use the Concern Registration Form and Body Map to record factual observations regarding child protection concerns.
- 5.5 School-provided devices are strictly for work-related tasks, such as documentation and communication within the center, and should not be used for personal purposes.
- 5.6 If inappropriate or illegal material is suspected on a device, the facility will follow its safeguarding procedures, including confiscating any devices to preserve any evidence and turning it over to law enforcement for inspection and subsequent removal. This decision will be up to the police.

Ownership and consultation	
Document sponsor	Director of Education Europe
Document author	RSL
Consultation & Specialist Advice	
Document application and publication	
England	No
Wales	No
Spain	Yes
Switzerland	No
Italy	No
Control version	
Current Review Date	September 2025
Next Review Date	September 2026
Related documentation	
Related documentation	<i>Independent School Standards British School Overseas Standards</i>