



Mobile Phones, Wearable Technology and other Electronic Devices including Photography & Tablets

T-Club-6 Ltd accepts that mobile technology is part of the ever changing digital environment that we live and work in. Our club continues to foster a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones, tablet computers and wearable technology that have imaging and sharing capabilities, that is understood and adhered to by everyone; staff, children and parents.

Abiding by the terms of the club's policy ensures that we all:

- Protect children from harm and abuse
- Ensure privacy is respected and online safety is preserved
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

With the evolution of mobile phones, tablet computers and wearable technology that have camera facilities and sharing capabilities as standard, it is of the upmost importance that the way we deal with technology is managed safely.

Staff use of mobile phones, tablet computers and wearable technology

Personal mobile phones belonging to members of staff should be switched off and kept locked in the staff cupboard during working hours.

Only tablet computers that are owned and maintained by the Club are permitted to be used on site. These have appropriate safeguards for their use and the use of the image taking capabilities including.

Wearable technology such as Smartwatches and Fitbits (this list is not exhaustive) are permitted to be worn by staff. They may only be used as a watch when working with children. This means that all other functions including imaging and sharing capabilities must be disabled (using flight mode).

If a member of staff needs to make an urgent personal call they can use the club phone.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Manager or Deputy.

During outings staff will only have access to the club's mobile phone.

Under no circumstances may staff use their personal mobile phones or wearable technology to take photographs at the club during working hours (both onsite or during trips/outings).

Children's use of mobile phones

Whilst we understand that some children have mobile phones, tablet computers and wearable technology such as smart watches they are not permitted to use them within the club. Any device bought into the club should be handed to a staff member, to be locked away until the child is collected to go home.



The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.

Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity they can ask a member of staff to take one using the club camera.

Visitors' and parents use of mobile phones

In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices on club premises.

Taking of photographs by parents or visitors is **strictly prohibited**. If a parent would like to have a photograph of their child involved in an activity or at play, they can ask a member of staff to take one using the club camera.

Guidance

To safeguard children and practitioners online, our staff will be encouraged to refer to "Safeguarding children and protecting professionals in early years settings: online safety considerations". (<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>)

Our club takes the safety of children and young people extremely seriously as a matter of both legal and moral importance. This policy aims to minimise the risk of inappropriate use of photos of children. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

In accordance with our duties under the General Data Protection Regulations (GDPR), the club strictly prohibits the use of any photographic equipment (cameras, camcorders, mobile phones or any other medium used to take still or moving images) by staff, parents or visitors on its premises without the consent of the manager and, as a photo of a child is personal data according to GDPR, formal written parental consent.

The club will not use the personal details or full name (first name and/or surname) of any child in a photographic image on its website or in any other printed material without consent. Generally, photos of children will not have an accompanying name in the text or a photo caption; if a name is used in the text, the club will not use a photograph of that individual unless specific permission has been granted. No photographs of children will be released to press or media contacts without the relevant written parental consent.

Parents/staff or visitors who suspect anyone of taking images without consent must report the incident immediately to the manager or in their absence a senior member of staff.

One of the key ways that staff support children's development and engage parents in children's learning is through photographs that record their activities and achievements. Still and moving images (i.e. photographs and video footage) of children will only be taken by staff using only the club's photographic equipment and only following formal written parent/carers consent. This policy also applies to trips and outings.



Should the club have a need to take and use photos of children for marketing/ information purposes such as in the prospectus or on the website, every attempt will be made to be representative of the group – for example, including where relevant images of children from different ethnic backgrounds and positive images of children with disabilities. Wherever possible, the club will use alternatives, for example, children's drawings instead of photographs of children.

Storage and security of these images will comply with GDPR and is detailed in our Documentation and Information Policy.

Related policies

See also: **Safeguarding Children policy, Social Media Policy, Documentation and Information Policy**

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare requirements: Safeguarding Policies and Procedures [3.7]*.