

Mobile Phone and Electronic Device Use

EYFS: 3.1 – 3.8

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets, and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem necessary to safeguard children.

At Fun Fest we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the Club receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or Fitbits during working hours.

We use mobile phones supplied by the Club only to provide a means of contact in certain circumstances, such as outings and in emergencies to call out the required emergency services and make contact with parents.

This policy should be used in conjunction with our online safety and acceptable IT use policies, to ensure children are kept safe when using the Club devices online.

Staff must adhere to the following:

- Mobile phones/smartwatches/Fitbits are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/Fitbits can only be used on a designated break and then this must be away from the children and only to be accessed and used in the staff room.
- Mobile phones/smartwatches/Fitbits should be stored safely in the office in a locked cabinet at all times during the hours of your working day, staff must sign their phone in and out by using the **'Mobile phone signing in and out form'**
- The Manager and Club Director are responsible for ensuring that they regularly spot check that all staff, visitors, contractors, and volunteers are using the **'Mobile phone signing in and out form'**
- No personal device is allowed to be connected to the Club Wi-Fi at any time
- The use of Club devices, such as tablets, must only be used for Club purposes
- The Club devices will not have any social media or messaging apps on them
- Any apps downloaded onto Club devices must be done only by management. This will ensure only age and content appropriate apps are accessible to staff, or children using them
- Passwords/passcodes for Club devices must not be shared or written down, and will be changed regularly

- During outings and emergencies, staff only use mobile phones belonging to the Club.
- Only Club owned devices will be used to take photographs or film videos. All staff must complete the **Camera signing in and out form**, and the staff must also complete the **Opening and Closing checklist** to ensure all are accounted for at the beginning and end of the day. These will be kept in the Office in a locked cabinet.
- The Club Manager and the Director are responsible for spot checking that the **'Camera signing in and out form** is being adhered to and completing their name and comments on this form, and that photos are removed at least once a week from the camera(s).
- Club devices will not be taken home with staff and will remain secure at the setting when not in use.

Parents' use of mobile phones and smartwatches

Parents are kindly asked to refrain from using their mobile telephones whilst in the Club or when collecting or dropping off their children. We will ask any parents using their phone inside the Club premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the Club.

Visitors' use of mobile phones and smartwatches

Visitors are not permitted to use their mobile phones or smart watches whilst at Club and are asked to leave them in the office for the duration of their visit and to complete the **'Camera signing in and out form**.

Photographs and videos

At **Fun Fest Eton** we recognise that photographs and video recordings play a part in the life of the Club. We ensure that any photographs or recordings (including CCTV) taken of children in our Club are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on a regular basis to ensure that this permission is still valid.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our Club website, brochure and the local press; and for security in relation to CCTV and the different social media platforms we use. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the Club. The Club manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on Club mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents, and children, are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the Club premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

At **Fun Fest Eton** we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

This policy was adopted on	Signed on behalf of the Club	Date for review
15/09/2021	Lucy Walker	15/09/2022