

Mobile Phone, Devices and Wearable Technology Policy

Fun Fest accepts that mobile technology is part of the ever-changing digital environment that we live and work in. We continue to foster a “culture of safety” in which the children and staff are protected from abuse, harm and distress. Therefore, Fun Fest has a clear policy on the acceptable use of mobile phones, tablet computers and wearable technology that have imaging and sharing capabilities that is understood 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 good quality of care of the 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 important 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 either turned off or put on silent and kept in _____ during their working hours
- Only the club’s mobile phone and tablet computers that are owned and maintained by Fun Fest are permitted to be used on site. These have appropriate safeguards for their use and the use of image taking capabilities for the purpose of the club.
- The club’s mobile phone and computer tablet are used to contact parents, to enable parents to contact the club, and for the club to contact the emergency services should it be needed. The club’s phone will have passwords/passcodes, and these will not be shared with anyone. The password/passcode will be changed regularly
- Wearable technology such as smartwatches, Fitbits (this list is not exhaustive) are not permitted to be worn by staff during working hours

Staff must adhere to the following:

- Staff members that need to make an urgent personal call can do so using the club phone or make a call from their personal phone in _____.
- Staff may use their mobile phones on their breaks in [specify area]
- Under no circumstances may staff use their personal mobile phones or wearable technology to take photographs at club during working hours
- Staff must sign their phone in and out at the start and end of their working day using the “mobile phone signing in and out” form
- Staff will not connect their personal devices to the Club Wi-Fi at any time
- 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

- The Club Manager / Director are responsible for spot checking the “mobile phone signing in and out form to ensure staff are adhering to the policy
- Club devices will not be taken home with staff and will remain secure at the setting when not in use.
- The Club manager will monitor all photographs and recordings to ensure that the parents’ wishes are being 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.
- We will gain individual permission for each child before a photograph or video is taken. This will ensure all photographs taken are in line with parental choice.

Parents and visitors 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 photographs by parents and visitors is strictly prohibited.

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>

See also: *Safeguarding Children Policy and Online Safety Policy*

This policy was adopted on	Signed on behalf of the club	Date of review
05/09/2024	Tina Iezekil	05/09/2025

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

