

Mobile Phone and Wearable Technology policy

Knutz Out of School Club accepts that mobile technology is part of the ever-changing digital environment that we live and work in. Knutz Out of School Club continues to foster a 'culture of safety' in which 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 which 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
- 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 utmost importance that the way we deal with technology is managed safely.

Staff use of mobile phones, tablet computers and wearable technology

Staff may use their personal mobile phone to record their attendance on the staff register at the start and end of their shift. Personal mobile phones belonging to staff members should be made silent or switched off and kept in the filing cabinet drawer during working hours.

The club does not accept any responsibility for loss or damage to mobile phones, tablet computers and wearable technology brought to the club by staff members.

Only tablet computers that are owned and maintained by Knutz Out of School Club are permitted to be used at our club. Staff will follow our procedures for the taking, sharing and storing of images. Club smartphones and tablets may be used by staff to take pictures of children at club, provided parents have given their permission. Staff may take photos of children for their records, to show parents what their children have been doing at Club. We will only send images of children to their own parents. Staff may take photos of children to illustrate observations. Images will be stored safely in accordance with Data Protection regulations and deleted once they are no longer needed.

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 or they may not be worn.

If a member of staff needs to make an urgent personal call, they can use the club phone or the manager may give permission to make a personal call from their mobile, **out of the setting**.

If a member of staff has an ongoing family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the manager or deputy.

Under no circumstances may staff use their personal mobile phones or wearable technology to take photographs at the club.

Children's use of mobile phones, tablet computers and wearable technology

We understand that some children have mobile phones, tablet computers and wearable technology such as smart watches. Children's mobile phones and tablet computers should be switched off and kept in their bag. Wearable technology such as smart watches should be put into flight mode. Children who do not observe our rules regarding mobile phones, tablet computers and wearable technology will have to put their mobile phones in a lock box until they leave the session.

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

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. **Staff members will ask Parents or Visitors to wait outside until they have finished their call.** 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 a club device.

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>)

Related policies

See also: **Safeguarding Children policy**

Policy adopted by Knutz Out of School Club

Version adopted 01 Jan 2025

Due for review January 2026

Signed:

A handwritten signature in blue ink, appearing to read 'L. Bery'.

Owner/Manager

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