



R.B Kids Club

Mobile Phone & Wearable Technology Policy

R.B Kids Club 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 and other wearable technology that is understood and adhered to by everyone; staff, children and parents.

Abiding by the terms of our 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 and wearable technology including camera facilities as standard, it is of the utmost importance that the way we deal with mobile phones and wearable technology is managed safely.

Staff use of mobile phones and wearable technology

Personal mobile phones belonging to members of staff should be switched to silent and not be out in front of children.

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 must be disabled (using flight mode) or specify under what terms they are allowed.

If a member of staff needs to make an urgent personal call they can do so in an appropriate space within the school (that is available).

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

Children's use of mobile phones

Whilst we understand that some children have mobile phones (Year 6 only) in school, they are not to be used within the club.

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

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 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.

Photography in R.B Kids Club

- The types of photographs which are likely to be taken are of children participating in various activities. Only staff will take photographs - parents are not permitted to take pictures whilst in the setting.
- Within the setting photographs can be used within observation books, on the settings display board within the setting.
- In accordance with EYFS, children will be given the opportunity to take photographs themselves and to view the pictures they have taken with special child friendly cameras.
- Cameras are not permitted at all in toilets or changing areas.
- All images will be stored on the school system in the R.B Kids Club pictures. No images will be stored where they can be accessed through the internet. Images may be stored electronically for a maximum of one year, after which time they will be deleted. No staff are permitted to take images off site with them.
- Special Events – only parents/carers and staff known to the setting will be permitted to take photographs with prior permission.
- Publicity – consent must be requested for any photographs to be used for publicity.
- No photographs must be taken on personal mobile phones at any time.

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 Updated: September 2023

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