



## Mobile Phone & Wearable Technology Policy

Planet Warriors Kids Club accepts that mobile technology is part of the ever changing digital environment that we live and work in. Planet Warriors Kids 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 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 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

Team member's personal mobile phones must be kept **in the office** during working hours.

If a member of staff needs to make an urgent personal call they can use the Club phone or make a personal call from their mobile in the office away from the children. They will need to ask the manager to do this.

For emergencies the club's number should be given to family members to contact them during club time

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

Only the club camera can be used to take photographs of children at the Club, except with the express permission of the Manager.

Staff must **never** use their personal mobile phones, wearable technology or personal cameras to take photographs at the Club during working hours. Doing so will be considered gross misconduct and may result in dismissal.

Wearable technology such as Smartwatches and Fitbits are **ONLY** permitted if they do not have a camera option on the phone and communication functions such as messaging/ phone calls are turned off during the session.

### Children's use of mobile phones

We believe that when children come to the club they should come and play and engage with others and not be distracted by their phones. We also want to ensure that all children are kept safe from harm, therefore children are not allowed to use mobile phones during club hours, this includes the journey to and from the club. If they need to speak to their parents or carers they

can use the club phone. Children will need to hand their phones into the manager on arrival and they will be stored safely in a locked box.

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' 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. The 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>)

### **Related policies**

See also: **Safeguarding Children policy**.

This policy was adopted by: Planet Warriors Kids Club	Date: April 2024
To be reviewed: July 2025	Signed: <a href="#">Laura Pring</a>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023)*: *Safeguarding and Welfare requirements: Child Protection [3.4]*.