

1i. Mobile Phone and Electronic Device Use

EYFS: 2.1 & 3.4

Mobile phones and other devices that accept calls, messages and video calling

AtCare Love Learn 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 out of school 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 fitbits during working hours.

We use mobile phones supplied by the out of school club to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our online safety policy to ensure children are kept safe when using the out of school 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
- Mobile phones/smartwatches/fitbits should be stored safely in staff lockers or the lockable filing cabinet at all times during the hours of your working day
- No personal device is allowed to be connected to the school wifi at any time
- The use of out of school club devices, such as tablets, must only be used for out of school club purposes
- The out of school club devices will not have any social media or messaging apps on them
- Any apps downloaded onto out of school club devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- Passwords / passcodes for out of school club devices must not be shared or written down
- During outings, staff will use mobile phones belonging to the out of school club wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only out of school club owned devices will be used to take photographs or film videos
- Out of school club devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another individual and returned to out of school club as soon as practically possible

Parents' and visitors' use of mobile phones and smartwatches

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day. However parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the out of school club or when collecting or dropping off their children.

If you are found to be using your phone inside the out of school club premises you will be asked 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.

Visitors are requested to leave their mobile phones or smart watches in the safety of the office where they will be locked away safely.

Photographs and videos

At Care Love Learn we recognise that photographs and video recordings play a part in the life of the out of school 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 obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

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 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.

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 out of school club. The manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

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

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the out of school 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.

This policy was adopted on	Signed on behalf of Care Love Learn	Date for review
29 th April 2019	<i>S Morris</i>	29 th April 2020