

## **Mobile Phone, Camera and Electronic Device Policy**

### **1. Introduction**

The development of modern technology means that mobile phones and electronic devices provide easy and effective ways to communicate and observe. This Policy sets out how all staff and children can use these items and keep children safe whilst attending the Tree Top Club.

### **2. Photographs**

We recognise that photographs form a part of life of the Tree Top Club. We ensure that any photographs taken of children in our club are only done with prior permission from each child's parent. This permission is recorded on the Registration Form and is updated annually to ensure that this permission still stands.

We request permission for photographs to be used for a range of purposes including room displays and advertising or promotional purposes for the school.

Personal phones (or other information storage devices e.g. camera's, mobiles or smart watches) will NOT be used to take any photographs of children at the Tree Top Club; the Tree Top Club has its own mobile phone (with no camera) and a camera. The coordinator will monitor all photographs to ensure that the parents' wishes are met and children are safeguarded.

### **3. Cameras**

Staff will only use the Tree Top Club camera to take photographs of the children. Parents are asked to give consent for photographs to be taken of their children and to agree whether these photographs can be added to our website or not. All staff will be made aware of any children who should not appear in photographs due to parental consent or other factors. Cameras will not be used in changing or toilet areas.

Photographs will only be transferred to and stored on the schools external hard drive to be printed.

### **4. Tree Top Club Mobile Phone**

The Tree top Club promotes 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 club receive good quality care. To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or smartwatches during working hours.

The Tree Top Club currently has access to one phone in the main room, which is a basic mobile phone with no built in camera. The number of this phone is published on the holiday brochure (emailed to holiday club parents) and this is the main phone

used to contact parents during club opening times. Parents are encouraged to use this number to contact the holiday club (when it is open) rather than contacting the school office. The phone will be visible at all times. All staff are allowed to answer this phone when it rings. The phone is checked daily (on arrival) for any missed calls or messages left over night or at the weekend. Staff record any messages received in the diary and are either answered by staff on duty or passed onto the coordinator.

If the Tree Top Club phone is not available, staff have access to the landline phone situated in the Swimming Pool.

We ask parents and visitors to respect and adhere to our policy and display 'No Mobile Phone' notices on entrance doors.

#### **4.1 Staff Phones**

Whilst on Tree Top Club premises, staff phones are not permitted when working with children. All phones should be kept safely in the store cupboard away from children. Children do not have access to this area, unless they are supervised.

If a member of staff wishes to make a call in the case of an emergency, they will be permitted to do so, in an area away from the children and with permission from the coordinator.

Staff are only permitted to carry their phones on trips arranged by the Tree Top Club. Under no circumstances will photographs be taken on personal phones.

Staff must adhere to the following:

- Mobile phones are not permitted to be on their person during working hours;
- Smart watches must be turned to aeroplane mode;
- Mobile phones/smartwatches can only be used on a designated break and then this must be away from the children;
- Mobile phones/smartwatches should be stored safely away from children at all times during the hours of your working day;
- During outings, staff will use the mobile phone and camera provided. Photographs must not be taken of the children on any personally owned staff phones;
- Staff must not post anything on social networking sites such as Facebook that could be construed to have any impact on the clubs reputation or relate to the club or any children attending the club in any way

#### **4.2 Parent and Visitor's Phones**

Parents and Visitors will be asked to keep their phones in their bags or pockets. If their phone rings, the parent or visitors will be asked to use their phones in areas where no children are present.

### **4.3 Children's Phones**

We recognise that children use phones to play electronic games.

Children's phones and other electronic devices will be stored on-top of the cupboard in the main room and visible to all staff and children. Children will be allowed to play games on them at times agreed with the staff. 2 staff will be present on these occasions. The Tree Top Club has a set limit of 1 hour electrical usage that is used after lunch and at the end of the day. Children will NOT be allowed to take photographs or make video recordings with their phones or electronic devices.

If phones are left behind in the Club they will be locked away until the following session.

### **5. Children's devices with cameras, e.g. iPad, iPods, DSs, PSPs, tablets etc.**

We recognise that children use iPad, iPods, DSs, PSPs, tablets etc. to play electronic games.

Children's electronic devices will be held in a clear box beside the door in main room, with children being allowed to play games on them at specific times. 2 staff will be present on these occasions. Children will NOT be allowed to take photographs or make video recordings with these devices.

Children who choose to bring their own electronic devices do so at their own risk. No responsibility for loss or damage will lie with PT Club.

### **6. Staff, Parents and Visitors use of Social Networking**

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publically or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Staff must not post anything on social networking sites that could offend any other member of staff or parent using the Tree Top Club.

- Staff must not accept friend requests from parents of children at the Tree Top Club and must not share information on their social media sites with Tree Top Club parents;
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

### **7. Compliance**

It is the responsibility of all staff, to adhere to this Policy. Failure to adhere to this Policy could result in disciplinary action being taken.

Children, who bring phones and electronic devices to the Tree top Holiday Club, do so at their own risk. The Tree top Club takes no responsibility for loss or breakage.

**Achieve dates:**

Reviewed July 2009  
Amended July 2010  
Amended July 2012  
Reviewed July 2014  
Amended July 2015  
Amended July 2016