

Mobile Phone & Wearable Technology Policy

Crocodile Club accepts that mobile technology is part of the ever changing digital environment that we live and work in. Crocodile Club fosters 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 that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the club's mobile phone 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

Most mobile phones belonging to members of staff are kept in cupboard, staff room, kitchen, during working hours.

If a member of staff needs to make an urgent personal call they can make a personal call from their mobile in the cupboard. If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from a Manager. At Crocodile club the school office is unmanned after 4pm, the managers then have their phone on them as point of contact, only for children of crocodile clubs parents. Under no circumstances may staff use their personal mobile phones or wearable technology to take photographs at the club during working hours except when using class dojo.

Class Dojo

Staff can take photos on a school IPAD or their phone when on class dojo only. Class Dojo does not store the photos on the memory of the phone. We ask all staff to make sure their photos are checked and if any child photo is on the phone they are deleted in front of another staff member at the end of each session.

Ring Doorbell

The doorbell is video linked via 4G or the school WIFI and is on the school IPad or on staff Phones for good connectivity outside or when the WIFI goes down. All data is deleted 48 hours later and is not permitted to be viewed outside club hours. Parents (and relevant organisations) can request to see within that time frame.

Children's use of mobile phones

Whilst we understand that some children have mobile phones, tablet computers and wearable technology such as smart watches. We actively discourage them from using their phones within the club and {Mobile phones/tablet computers is not permitted. 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' and parents 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/ipad.

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: Crocodile Club
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To be reviewed: Yearly (or as required)

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

