



Mobile Phone and Wearable Technology Policy

Vicky's After School 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 and wearable technology (eg watches with cameras etc.....)that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the club's mobile phone and Wearable Technology 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.

Staff use of mobile phones and wearable technology

Personal mobile phones belonging to members of staff are kept in their bags during working hours. Smart watches and all wearable technology are permitted to be worn by staff but to be used only as a watch when working with children. Therefore, other functions must be disabled when staff are with the children.

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 school office if agreed with the club manager.

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

Any member of staff found to misuse a mobile phone or wearable device will be subject to disciplinary action in line with the disciplinary procedure which can be found in our Staff Handbook.

It is everybody's responsibility to enforce this policy, therefore any misuse of devices in clubs should be reported to the DSL in line with the safeguarding and whistleblowing policies and procedures.

Children's use of mobile phones and wearable technology

Whilst we understand that some children have mobile phones and wearable technology, we do not allow children to use their phones or wearable technology whilst attending any of our clubs. If a child has a mobile phone or wearable technology item it should be kept in their bag and not brought into club.

The club does not accept any responsibility for loss or damage to mobile phones or wearable technology brought to the club by the children.

Children must not use their mobile phone or wearable technology 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 and wearable technology

Parents and all other visitors must not use their mobile phone or any wearable technology to take photographs within the club. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the club camera.

Related policies

See also: **Safeguarding Policy**. Every club is registered with the ICO.

This policy was adopted by: Vicky's After School & Holiday Club	Date: 06/09/25
To be reviewed: 06/09/26	Signed: Vicky Hickman