



## **Mobile Phone & Wearable Technology Policy**

The Actor's Training Academy (TATA) accepts that mobile technology is part of the ever changing digital environment that we live and work in. TATA 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, tablet computers and wearable technology that have imaging and sharing capabilities, 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 phones, tablet computers and wearable technology that have camera facilities and sharing capabilities as standard, it is of the upmost importance that the way we deal with technology is managed safely.

### **Staff use of mobile phones, tablet computers and wearable technology**

Personal mobile phones belonging to members of staff should be kept to a minimum during working hours.

Only tablet computers that are owned and maintained by TATA are permitted to be used on site. These have appropriate safeguards for their use and the use of the image taking capabilities including being password protected.

Wearable technology such as Smartwatches and Fitbits (this list is not exhaustive) are permitted but they may only be used as a watch when working with children. This means that all other functions including imaging and sharing capabilities must be disabled.

If a member of staff needs to make an urgent personal call they make a personal call from their mobile but please make this clear to another member of staff.

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 Grace Wellfare.

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

### **Children's use of mobile phones**

We recognize that mobile phones and technology are a part of children's lives and culture and we allow children to have their mobile phones, tablet computers and wearable technology with them in setting. We have a set of boundaries for their use which children adhere to including the taking of pictures and sharing of data and images by children.

TATA does not accept any responsibility for loss or damage to mobile phones brought to the class or workshop by the children.

Children must not use their mobile phone to take photographs of any kind whilst at TATA. If they want a photograph of a particular activity they can ask a member of staff to take one using the TATA 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 TATA 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.

### **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: The Actor's Training Academy	Date: 1 <sup>st</sup> April 2025
To be reviewed: 1 <sup>st</sup> April 2026	Signed: GWELFARE

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024)*: *Safeguarding and Welfare requirements: Safeguarding Policies and Procedures [3.6]*.