



Mobile Phone & Wearable Technology Policy

The Actor's Training Academy (hereby referred to as 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 TATA'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 switched off and kept in their bag during working hours, unless they are the lead practitioner for the session where their mobile phone or tablet will hold the registers and emergency information. These have appropriate safeguards for their use and the use of the image taking capabilities including access for ClassForKids and photos that are requested by the senior team (see the Safeguarding Policy, Data Protection and BYOD Policy). Under no circumstances may staff use their personal mobile phones or wearable technology to take photographs at TATA during working hours, without permission.

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

Children's use of mobile phones

We recognise that mobile phones and wearable technology (including smart watches) 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 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's 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 premises.

Taking of photographs/videography 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 and, if approved, photos must only be taken of their child.

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 Policy**.

This policy was adopted by: The Actor’s Training Academy	Date: 11 th May 2026
To be reviewed: 11 th May 2027	Signed: GWELFARE

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare requirements: Safeguarding Policies and Procedures [3.4-3.6], Whistleblowing [3.7,3.8]*.