

Hubbub Out of School Club

Mobile Phone & Wearable Technology Policy

Hubbub Out of School Club accepts that mobile technology is part of the ever-changing digital environment that we live and work in. Hubbub 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, tablets, computers and other 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, tablets, computers and wearable technology including camera facilities as standard, it is of the upmost importance that the way we deal with technology is managed safely.

Staff use of mobile phones, tablets and wearable technology

Personal mobile phones belonging to members of staff are kept in cars or in the locked store cupboard in the kitchen during working hours.

Only mobile phones, tablets and computers that are owned and maintained by Hubbub are permitted to be used on site. These have appropriate safeguards for their use and the use of the image taking capabilities including the club phone being password protected so that only the manager and deputy can access further applications. Only the camera is accessible to other staff members. The manager, deputy or Public Information Officer (for the use of newsletters or activity reviews) are responsible for transferring photos onto the work laptop.

Wearable technology such as smart watches and fitbits (this list is not exhaustive) are permitted to be worn by staff. 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 using flight mode.

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 Kitchen or outside.

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 the Manager or Deputy, however the main advice would be that they pass on the work number as a contact.

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

Our registers are accessed via password protected tablets accessible to staff or via the work phone. In certain circumstances staff may be given permission to use their personal phones to register children in and out of the setting – such as school collections. This is granted and supervised/checked by the manager or deputy on these occasions. Safe use of phones is discussed with staff regularly. Staff permitted to use personal mobile phones for any reason are subject to spot checks on their mobiles by senior staff to ensure children remain safe and protected.

Children’s use of mobile phones

Whilst we understand that some children have mobile phones, tablets, wearable technology such as smart watches and other tech devices, we actively discourage them from using their phones/ tablets within the club. Any wearable watches must be set to flight mode, if this cannot be done then children must not wear these devices whilst they are in club. Any children bringing a phone, tablet or other tech device into the setting are asked to hand it to staff so that it can be stored away safely in the desk until the child is collected.

The club does not accept any responsibility for loss or damage to mobile phones, tablets or other tech devices brought to the club by the children.

Children must not use their mobile phone, tablet, or any other tech device 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 tablet/club phone.

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 tablet.

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: Hubbub Out of School Club	Date: <i>January 2024</i>
To be reviewed: <i>Jan 25</i>	Signed: Liz Hawkins

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