

# Mobile phone and social media Policy



## Policy Statement

Edu-Play Holiday Club is committed to safeguarding children. This policy sets clear expectations for the appropriate use of mobile phones, cameras, and social media to protect both children and staff.

## Aims

- To protect children from exposure to inappropriate images or misuse of technology.
- To ensure staff uphold professional boundaries and confidentiality.
- To maintain the reputation and integrity of Edu-Play.

## Staff Guidance

- Personal mobile phones must be stored in staff bags during working hours unless it is needed for an emergency. Emergencies include a safeguarding or medical situation.
- Staff can be contacted via the club phone in a personal emergency.
- Mobile phones may only be used in designated staff areas during breaks. This includes the kitchen or sofa area.
- Staff are **not permitted** to use personal phones for taking photographs or contacting parents in any situation.
- All photographs of children will be taken on the club's designated device and stored securely. Images will only be used for authorised purposes (e.g., display, parental updates, or marketing with consent).
- Staff must not share or discuss work matters or children's details on social media.
- Any inappropriate online reference to Edu-Play or its children will result in possible termination.

## Parents and Visitors

- Parents and visitors must not use mobile phones to take photos or videos on site unless authorised by management.
- The club reserves the right to ask any visitor using a phone inappropriately to leave the premises.

## **Safeguarding children**

1. Use equipment provided by the setting to take the images and never personal devices.
2. Download and store images in a password protected system. The club managers work laptop.
3. When images are stored on the system they should be erased from their initial storage location e.g., camera, tablet, etc
4. Do not use full names or personal contact details of the subject of any image you use. Children and families fleeing Domestic Abuse may be recognised via photos/images and their whereabouts revealed to an abusive partner.
5. No images of a Looked After child should be created or used without prior consent from Children's Social Care.
6. Do not use images of children in swimming costumes or states of dress which expose more of the child's body– this reduces the risk of inappropriate use.
7. Destroy images once consent has expired or the child has left your setting.
8. Any children bringing a mobile phone to the club will have the phone locked away until they go home with an adult.
9. Smart watches may also be removed from children and locked away until they go home with an adult.

## **Monitoring and Review**

This policy will be reviewed annually and updated in line with safeguarding guidance.

Signed:

*S.L. Rayner*

Club Manager

Stacey Rayner  
Date: February 2026

