

Mistley Kids Club

Mobile Phone, Smart Watches & Camera Policy

It is a welfare requirement for the Early Years Foundation Stage to have a mobile phone and camera policy.

The Children Act 2004 and the Working Together To Safeguard Children 2018 obligates each provision to ensure they safeguard and promote the welfare of children. Camera phones in particular are seen as a potential risk of inappropriate photographs being taken.

We have reviewed the way mobile phones are being used within our child care setting. Therefore, we have decided to improve our practice by limiting the use of Mobile Phones for all staff and children.

Staff mobile phones (excluding named members of staff) should put their mobiles in their bags in the staff area or their cars. Staff may use their phones during their designated breaks which is snack time and lunchtime. If they are waiting on a urgent call (i.e. doctors, hospital appointment) we will keep their phone at the desk.

Staff who are allowed access to their personal mobile phones are members of the management team, the SENCO and one other member of staff for a medical reason. It is not permissible for staff to routinely make or receive personal calls or texts on their own mobiles in work time, unless it is an emergency. The Kids Club phone number can be given to family members to contact staff in an emergency situation. If staff need their phone on them for any other reason not stated it is to be agreed with the management team first. Names staff Claire, Tom, Matt, Millie, Julie and Michelle.

Staff should not use their Smart Watch to access photos or images whilst at Mistley Kids Club (indoors or outdoors) and whilst on local trips/outings.

Children are not permitted to use mobile phones or cameras at kids club. These will be left in the locked tin at the desk until the child leaves kids club.

Children are encouraged not to wear smart phone watches whilst at Kids Club, but if they do they are not allowed to access photos or social media whilst in Kids club. If they are seen to be doing so then their watch will be put in the tin until they go home.

Staff should not use mobile telephones whilst driving, headsets or Bluetooth connectivity is acceptable.

Personal mobile phones should never be used for recording or photography unless the management has given permission for a specific activity, which if so, must then be sent over to kids club and deleted for their personal phone.

No staff member is permitted to have any child registered with Mistley Kids club as a friend or associate on any personal social networking site or page.

Visitors in club will be asked respectfully to put their mobile device on silent mode and refrain from using their phone in club setting.

It is illegal to use hand held mobile phones while driving and employees are forbidden to do so. Please note that 'driving' is taken to include waiting at traffic lights, sitting in traffic queues etc. If an incoming call is received whilst driving employees should let the phone ring and return the call when parked legally and safely. Under no circumstances are employees permitted to make outgoing mobile phone calls whilst driving. Please check the guidelines from the department of transport: -

Using a mobile device while driving will incur a fixed penalty notice of £200 and six penalty points. If you have held your licence less than 2 years, you will automatically lose your licence. Drivers still risk prosecution (for failure to have proper control) if they use hands-free phones when driving.

If staff do not abide by these rules and are seen on their phones when not otherwise allowed, then staff will receive warnings in regard this matter. First will be a verbal warning, then a written warning if they continue to disregard Kids Clubs rules regarding mobile phone use. These warnings go onto their staff records.

Each staff member will have a copy of this policy in their staff records which they must have read and signed.

I have read and understood the mobile phone policy and understand the consequences if I do not follow this policy.

Signed.....

Date:.....