

Twilight Hours Out of School Club

Mobile Phone & Wearable Technology Policy

Twilight Hours Out of School Club accepts that mobile technology is part of the ever-changing digital environment that we live and work in. Twilight 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 which have camera facilities and sharing capabilities as standard, it is of the utmost 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 in a safe place, away from the young people, during working hours, for example the kitchen.

Only tablet computers that are owned and maintained by Twilight are permitted to be used on site unless prior arrangement is made. These have appropriate safeguards for their use in place.

Wearable technology such as Smartwatches and Fitbits (this list is not exhaustive) are permitted to be worn by staff, however these should only be used as a watch/step counter when working with children and imaging and sharing capabilities should not be used.

If a member of staff needs to make or receive an urgent phone call, they can do this using the club phone or use their personal phone in the kitchen/nurture/quiet area away from the children.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, permission must be sought from the Manager or Deputy and other staff members should be made aware.

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To be reviewed:	Signed:	
Policy Name: Manual Handling Policy	Signed:	

Under no circumstances may staff use their personal mobile phones or wearable technology to take photographs at the club during times when children are present without management permission. This may be given for specific reasons such as course work, business promotion etc. These photos must never show faces.

Children's use of mobile phones

Whilst we understand that some children have mobile phones, tablet computers and wearable technology such as smart watches, we do not allow children to use these within Twilight sessions. Mobile phones are to be kept in children's bags in storage areas. Wearable technology should be in 'school mode' or switched off.

Twilight Hours Out of School Club does not accept any responsibility for loss or damage to any technology brought to the club, this includes but is not exclusive to mobile phones, wearable technology or tablet computers.

Children must not use their phones or wearable technology to take photographs of any kind at Twilight. If they want a photograph of a particular activity, they can ask a member of staff to take one using the setting phone.

An exception will be made for phones with medical applications on a case-by-case basis.

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 photographs by parents or visitors is **strictly prohibited**. If a parent would like to have a photograph of their child doing an activity, they can ask a member of staff to take one using the setting phone.

Related policies

See also [Safeguarding Policy](#)

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