

Mobile Phone & Wearable Technology Policy

Kidz Enterprise accepts that mobile technology is part of the ever changing digital environment that we live and work in. **Kidz Enterprise** 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 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 and wearable technology

Personal mobile phones belonging to members of staff should be switched off and kept in their bag in **the Solardome** during working hours, staff with no bags must hand their mobile phone to the duty manager where it will be stored in a locked cupboard.

Only tablet computers that are owned and maintained by **Kidz Enterprise** are permitted to be used on site. These have appropriate safeguards for their use and the use of the image taking capabilities including for activity evidence only.

Wearable technology such as Smartwatches and Fitbits (this list is not exhaustive) are permitted to be worn by staff. [They may only used as a watch when working with children. This means that all other functions 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 **back staff room**.

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 Duty Manager.

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

Children's use of mobile phones

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the club. If a child brings a mobile phone to the club it will be handed to the duty manager for safe storage.

The club 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 camera.

Visitors' use of mobile phones

In the interest of safeguarding we ask all parents and visitors not to use their phones or mobile devices on club premises.

Taking of photographs by parents or visitors is **strictly prohibited**. If a parent wants 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 camera. Visitors to the club will be asked to voluntarily place their mobile phone in the locked cupboard.

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: Kidz Enterprise LTD	Date: 1 st September 2025
To be reviewed: September 2026	Signed: D. Beesley

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].

