



Essex After School Clubs

Mobile Phones, Cameras and Social Networking Policy

Mobile Phones, Cameras, Smart watches and Social Networking

We believe that staff should be completely attentive during their hours of working to ensure that children in the Club receive good quality care and education. Therefore to ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitbits during working hours. We use mobile phones supplied by the company to provide a means of contact.

We also require our staff to be responsible and professional in their use of social networking sites in relation to any connection to Essex After School Clubs, staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

We feel that restrictions need to be placed on staff when they access social networking sites. Comments made on sites such as 'Twitter' or 'Facebook' could have an impact on how parents using the club view the staff.

- Staff **must not** post anything on to social networking sites that would offend any other member of staff or parent using the club.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional and **must not** contain any reference to Essex After School Clubs.

Each Club will be issued with a mobile phone and walkie talkies for club use only. This mobile phone/ walkie talkie will be the responsibility of the club manager and whoever he / she designates responsibility too.

The phone can only be used for:

- Work calls and professional calls.
- The phone can only be operated by a designated adult that works for Essex After School Club.
- All telephone bills will be checked by finance manager to ensure usage is kept for professional use only.
- The mobile phone when not in use is stored away securely and charged.
- Photographs taken on the phone remain the property of Essex After School Club and therefore fall in to the guidelines of safeguarding children. All photographs taken must be by prior agreement of the parent / Carer.
- Staff **must not** take photos on mobile phones or any other camera other than the designated club phone or camera
- Mobile phones can be retracted at any time for use in other clubs.

The Walkie Talkies can only be used:

- By playworkers only (not children).
- The walkie talkies must be stored away and charged at the end of session
- All defected walkie talkies must be reported.

Failure to adhere to any part of this policy / procedure will result in disciplinary action being taken against the staff involved.

- Mobile phones/smartwatches/fitbits should be stored safely in staff lockers or in After school Filing cabinet at all times during the hours of your working day
- During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any phones or any other information storage device, either personal or nursery owned

Parents and visitors' use of mobile phones, smartwatches and social networking

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the Club.

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy and complaints procedures)'.