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## **Mobile phone, camera and electronic device policy**

The development of modern technology means that mobile phones and electronic devices provide easy and effective ways to communicate and observe. This policy sets out how all adults and children in The Parachute Club will use these items and still keep children safe.

Personal phones will NOT be used to take any photographs of children whilst in Parachute Club, Parachute Club has its own mobile phone, and the owner (Nicola Coxon) has her own phone for business use and camera.

### **Mobile Phones**

#### **Parachute Club Phones**

Although the club phone and Nicola's phone has a camera, these are not under any circumstances to be used to take pictures and videos of children in Parachute Club. These are the main phones used to contact parents in emergencies. Both phones are password protected. The numbers for both phones will be given to parents when they first start club and are encouraged to use it at all times. The club phone will be visible in club at all times, Nicola when out of the main areas in club i.e. in staff room will have her phone with her. All staff is allowed to answer both phones when they ring.

All staff is permitted to use this phone in the case of an emergency, ensuring that this does not interfere with their work, or take an unusually long period of time. Staff may pass on this mobile number to all family and friends to use in emergencies only.

### **Staff Phones**

Whilst on Parachute Club premises the staff phones will be held in the first aid cupboard, staff can be contacted in an emergency on the club phones. Staffs are allowed to leave their phones on loud in the cupboard so in case of emergencies the staff supervising the community room can check the phones. If a staff member needs to make a call they may do so but in an area away from the children and with a manager's permission.

Staff will be allowed to carry their phones on all trips, but they must only be used in case of an emergency.

Staff transporting children on collections may carry their phones but will only be able to use them in case of emergency or to contact club with regards to children. Any staff member using phones on collections for personal use could be at risk of allegations and disciplinary procedures.

### **Visitor's phones**

Visitors will be asked to keep their phones on their bags or pockets. If their phone rings they will be asked to take the phone call in a space away from the children.

### **Children's phones**

We recognise that a lot of children are allowed phones and they want to use them in club hours.

Children will be encouraged to put their phones in the safe cupboard, children are allowed to use phones in club but only in the TV area in the community room, there will always be staff present in the room. Children are reminded constantly that no photos or videos are to be taken at any time under any circumstances.

### **Cameras**

Staff will only be allowed to use The Parachute Club camera to take photographs of the children. Parents are asked to give consent for photographs to be taken of the children when they complete the parent's handbook before starting club. Staffs are made aware of any children who are not permitted to have their photo taken. Cameras will not be used in changing or toilet areas.

### **Children's Electronic Devices**

We recognise that children use various electronic devices that connect to the internet.

Children are encouraged to put their devices in the cupboard, although allowed to play with them the same conditions as mobile phones apply. They may only be used in the TV area in the community room and there will be staff in the room at all times and children will be reminded that no photos or video are to be taken at any time.

### **Social network sites**

When using social network sites, staff should not discuss the business of Parachute Club in a detrimental or negative way. Staff should never use social network sites to discuss the children or their actions, not even with parents. Conversations with parents should be made face to face. Staff are not allowed to become friends with any parents, children who attend or have previously attended Parachute Club, the only exception to this rule is if the two parties have known each other from outside club previous to their employment/ child attending club, although this rule allows them to be friends, they can under no circumstances make any disclosures about club or any person working or attending.

### **Compliance**

It is the responsibility of staff to adhere to this policy. Failure to adhere to the policy could result in disciplinary action being taken.

Children, who bring phones and electronic devices into club, do so at their own risk Parachute Club is not responsible for any damage loss or theft that occurs whilst in our care.