# Funzone Ltd

Funzone

Company No: 5581648

**Mobile phone and camera Policy**

# **Aim**

Whilst we recognise that mobile phones are part of life for everybody nowadays, we at Funzone have a duty to protect the children in our care and the staff who work for us.

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 cub’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 the care of the children
* Work in an open and transparent environment.

With the evolution of mobile phones, tablets 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, tablets and wearable technology**

Each club has their own club mobile for contacting parents and other clubs.

Personal mobile phones belonging to members of staff should be switched off and kept away from the children during working hours.

Only tablets that are owned and maintained by Funzone are permitted to be used on site. These have appropriate safeguards for their use and the use of the image taking capabilities.

Wearable technology such as smart watches and fitbits (this list is not exhaustive) are permitted to be worn by staff, but they should only be used as a watch when working with the children. No images will be taken on smart watches.

If a member of staff needs to make an urgent personal call they can use the club phone or on their own mobile phone in a location away from the children, to be checked with the club manager first.

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 club manager.

Under no circumstances may staff use their personal mobile phone or wearable technology to take photographs at the club during working hours.

The Funzone owner may use her own phone in case another setting needs to contact her urgently. However she must keep this out of site, or stored on the setting desk. She must consider the use of the phone when it is not for emergencies**.**

**The use of photographic images at Funzone**

Images are only used for the purpose intended.

Photographs and video images are used for setting’s purposes, which are celebrating children’s achievements through activities and displays and for evidence ie; of children’s development.

They will only be taken on company phones, cameras or other mobile device.

Images should be destroyed or deleted once they are no longer required for the purposes for which they are taken

Setting’s phones, cameras and or/memory cards should be stored securely at the end of the session.

We will have photographs developed by a reputable agency, and we will obtain their own policies regarding this matter for our own knowledge.

**Parental Consent**

When parents register their child into Funzone, parents/carers are asked to complete a consent statement, indicating their agreement or objection regarding the use of images of their child.

The parent will be asked to confirm in writing if they no longer wish images of their child to be used for any reason.

Parents will be advised in advance if, for publicity purposes their child is likely to appear in the press.

**Children’s use of mobile phones**

We recognise that mobile phones and technology are a part of children’s lives and culture and we allow children who are in year 5 and above to have their mobile phones, tablets and wearable technology with them in setting. We have a set of boundaries for their use which children adhere to including the taking of pictures and sharing of data and images by children.

The club does not accept any responsibility for loss or damage to mobile phones brought to the club by children.

Children must not use their mobile phone to take photos 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 or tablet.

**Visitors’ and parents use of mobile phones**

In the interests of safeguarding, parents will not be allowed into the club whilst they are using a mobile phone, they will be asked to wait outside the club door. Visitors will be made aware that they cannot use their own mobile phones whilst on site at Funzone.

Taking of photographs by parents or visitors is strictly prohibited. If a parents would like to have a photograph of their children involved in an activity or at play, they can ask a member of staff to take one using the club camera or tablet.

Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident to the club manager immediately.

**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)

This policy was reviewed on 17th September 2025

*Written in accordance with the statutory Framework for the Early Years Foundation Stage (2025): Safeguarding Policies and Procedures [3.4-3.6], Whilsteblowing {3.7, 3.8]*