

Jumping Jacks

Mobile Phone and Photograph Policy

Jumping fosters 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 that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the clubs mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children.
- Work in an open and transparent environment.

Staff use of mobile phones

Personal mobile phones belonging to members of staff will be locked away in a box in the office during working hours, excluding school drop off's and pick ups for safeguarding and emergency reasons.

If a member of staff needs to make an urgent personal phone call they may use the club phone or make a personal call from their mobile in the office or outside the premises.

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 manager or deputy.

Under no circumstances may staff use their mobile phone to take photographs at the club during work 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.

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

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

Children must not use their mobile phones 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 a picture 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 other mobile devices on club premises. Taking of photographs by parents or visitors is **strictly prohibited**. If a parent would like to have a photograph of their child involved in an activity or other play they can ask a member of staff to use the club camera.

Permission to photograph

Please note that Jumping Jacks will request parents to give consent for children to be photographed or filmed. If consent is not given, all staff will be made aware and will ensure that no photographs or video footage is taken of that child. In order to gain permission Jumping Jacks must be registered under the data protection act with the Information Commissioners Office (ICO).

Jumping Jacks will ensure that;

- Children are not photographed or filmed for any other purpose that record their participation in events and activities run by the club.
- Children who's parents have denied permission for photographs will not have their picture taken, and in the event that that child is in a photograph taken by the club they will be edited out in the event that the photo is uploaded to any external media.
- The use of cameras and mobile phones must be in accordance with the Data Protection act. As a childcare provider, Jumping Jacks is registered with the Information Commissioners Office (ICO) and adheres to their guidance.

Related Policies

See also: **Safeguarding Children Policy**

This policy was adopted by: Charmaine Johnson	Date: October 2024
To be reviewed: October 2025	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: CHILD PROTECTION [3.4]