

<b>Version</b>	<b>2017-4</b>
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<b>To be reviewed</b> :	<b>July 2021</b>

## **TECHNOLOGY POLICY**

### **Mobile Phone Policy**

The AfterSchool Club Ltd accept that mobile phones are a part of everyday life for parents, carers and for staff. This policy is part of the company's commitment to safeguarding the welfare of children.

Staff have to have mobile phones on them during the collection of the children as last minute changes may need to be relayed. Personal calls should not be taken once children are in the staffs care.

Supervisors of the club will have their own phones on them as they need to have a clear line in order to relay messages and to liaise with Debby Tindall in an emergency. These phones will not be used for personal calls or text messages during working hours. All other staff mobile phones must be locked away in a safe place before joining the children. A club phone is available for emergency phone calls, please give this number to anyone that may need to contact you in an emergency. Any calls should be taken away from the children and kept to a minimum.

Mobile phones and conversations within groups can be very disruptive and they divert the parent/carers attention away from the responsibility of looking after their children.

If calls must be taken parents/carers should respect other group users and staff by keeping the conversation brief or where possible return the call once they have left the premises. If lengthy or urgent calls must be taken and parents are not observing their children, staff may ask the parent involved to leave.

### **Cameras and camera phones**

One of the key ways that practitioners support children's development and engage parents in children's learning is through photographs that record their activities and achievements. Parents are asked to give their consent to the use of cameras for appropriate recording purposes on enrolment to TASC.

We encourage parents/carers to record their children's progress during groups and activities; however this must be appropriate to the activity they are taking part in. Parents/carers should therefore speak with staff running the group before taking any photographs at The AfterSchool Club Ltd.

## **INTERNET SAFETY**

The AfterSchool Club has computers at all our settings. These are used by the children to access age appropriate games which will also give children the opportunity of learning how to use a computer. The children are closely supervised and have been told that they may not use interactive games as it is impossible for them to know who they are interacting with. Staff explain to the children about e-safety in an age appropriate way. The officer in charge of e-safety is Debby Tindall. Her role is to ensure they are kept up to date with e-safety and impart this information on to other members of staff so they understand our internet policy and can pass this on to the children.

## **SOCIAL MEDIA**

All staff are instructed:

Not to talk about their professional role in any capacity when using social media such as Facebook and YouTube.

Not to put online any text, image, sound or video that could upset or offend anyone connected to our settings or be incompatible with our professional role

Not to use our settings ICT systems and resources for anything other than official business

Not to give out personal details, such as mobile phone numbers, personal email addresses or social network details to children, parents and carers.

Not to disclose any passwords

Not to take images of children or staff for anything other than professional purposes.

Not to browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

Ensure that their online activity, both in work and outside, will not bring our organisation or professional role into disrepute.

That they have a duty to report any eSafety incident which may impact on them or the professionalism of our organisation.

For further information on eSafety: Herts Safeguarding Children Board  
[www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk)

Information for parents:

[www.childnet.com](http://www.childnet.com); [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk); [www.safeinternet.org.uk](http://www.safeinternet.org.uk)

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