**Zac’s Club Mobile Phone Policy** 

**Aim**

It is of paramount importance to Zac’s Club that we safeguard all of the children in our care, and staff use of personal mobile phones is strictly restricted. We wish to ensure that we are able to comply with data protection legislation including GDPR in respect of our obligations to keep child data and information private, including photographic images.

* Under no circumstances, are staff allowed to take pictures (including video footage) at the Before and After School Club using their own mobile phone. In addition, members of staff are not permitted to take pictures (or video footage) of the children in our care when on any day to day trips such as visits to the playground, using their personal mobile phone.
* Staff phones must not be brought into any session at school. We expect that all personal staff phones are left in their vehicle and not brought into session. If a member of staff has arrived on foot or by bus, and have nowhere outside the setting to store their phone, then the Manager must lock the phone in the locked store for the duration of the session. The setting mobile phone number should be shared with family members for use in any emergency, or if anyone needed to be contacted during the session. Personal mobile phones should not under any circumstances be kept on Playworkers person during the session.
* We are happy for members of staff to give out the Zac’s Club mobile number if they need to take a call during working hours – for instance emergency contact for school, so there should be no need to use a personal mobile phone during working hours.
* Staff may take and receive calls or send texts on their personal mobile phones during their break times only, and only outside of the premises if on site at school.
* Taking photographic images of children is very much a part of what we do at the Before & After School Club to track a child’s development, and this may include taking images on the company mobile phones, or with the iPad to record on learning journeys, however these images must never be downloaded to any computer other than the Zac’s Club computer or iPad. Images should be deleted from the phone, iPad and computer once the images have been printed, unless to be included on our picture library, or with specific parental permission to be used on the website, newsletter or Facebook. Parental Permissions can be checked on Zac’s Club HQ for photo sharing. Images taken on the iPad are usually the ones used for the Scrapbook, and EYFS folders, and should be deleted after being recorded in this way. The Ipads have been set up with a Zac’s Club login, which must not be used on any other device, and is specifically to allow and facilitate the printing of internal images only, on internal equipment.
* The phones where we are permitted to take pictures, strictly for the purpose of observations and as part of our evidence of what activities we do, are the Before and After School Club phone which is allocated to the Manager of the setting, and switched on and at hand during our trading hours, or the mobile, which is allocated to the Company Director, and kept in her possession. The Before & After School Club mobile is kept in the possession of the Manager out of session times as many parents use this to either text or phone in last minute ad hoc bookings out of hours etc, and messages can be sent back via text to confirm availability, however the setting phone must only be used for business purposes, and all information and pictures or videos held on it must be kept confidential, and not shared in any way outside the setting. All company mobile phones and iPads must be code protected to prevent access from a third party, and the code only shared with employees. The setting Manager is responsible for the safe and secure keeping of the setting iPad and mobile phone, whether on or offsite.
* Any photographic images no longer required, should be deleted from either the phone’s memory, the Ipad database, the computer hard drive, or the SD cards as soon as this is the case to comply with data protection legislation.
* Staff must ensure that when using either the iPad or mobile phone to take images of children, that the parent or guardian has signed the relevant consent form in this regard. A copy of each child’s permission is recorded on the online booking system to ensure that it can be easily accessed to ensure no mistakes are made on any images uploaded to publicity material etc. Permission forms must be checked prior to the publication of any images via social media, website or press release as well as for display in the setting.
* Where any code to access mobile devices has been compromised, it must be changed immediately. All electronic devices must have their access codes regularly changed, and only shared with staff.
* It is noted that Riccall School do allow children to bring in their own personal mobile phone into the school. Where a child has their mobile phone with them, they will need to hand it to a member of staff for the duration of the session, to be placed in our locked store cupboard with any staff mobile phones. The phone will be returned when the child leaves for the day, or starts school.
* Where staff do not adhere to the Company Policies, this may be regarded as a disciplinary matter, and the appropriate action taken against the employee.
* When we have visitors entering the setting we must ensure that they keep their mobile phone away unless it is an emergency.

**This policy supports the following polices: Recruitment policy, Safeguarding Policy, Confidentiality Policy, Health & Safety Policy and EYFS policy**