

Burgh After School Club Policies and Procedures



MOBILE PHONE/CAMERA AND INTERNET POLICY

Statement of Intent

At the Burgh After School Club it is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used. In turn we eliminate the following concerns:

- Staff being distracted from their work with the children.
- The inappropriate use of mobile phones and cameras around children.

Aim

Our aim is to have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

Mobile Phones

- The Burgh After School Club have two designated mobile phones for use within and around the facilities.
- The Burgh After School Club allows staff to bring in personal mobile phones and devices for their own use however, staff must ensure that their mobile phone is left within the Kitchen area of the Club during contact time with the children.
- Staff may take phone calls during Club that are important, outside the main hall.
- Staff should ensure that the Manager has up to date emergency contact details for them and that schools, family members etc have the main telephone number of the Club in case of an emergency.
- All parent helpers, volunteers, students will be asked to place their mobile phones within the kitchen area also.
- On Club outings the Manager's mobile and or Club mobile will be used in case of emergencies.

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- It is the responsibility of all members of staff to be vigilant and report any concerns to the Club Manager or Committee Chairperson.
- Concerns will be taken seriously, logged and investigated appropriately.

Cameras

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated club camera and/or club mobile are to be used to take any photographs within the setting or on outings.
- Images taken on this camera/mobile must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera/mobile, this should be kept in the locked cupboard when not being used.
- Images taken and stored on the camera/mobile must be downloaded/printed at least once a week.
- Under no circumstances should any camera be taken into the toilets. If photographs of hand-washing is required then this will be supervised by the Manager.
- The camera/mobile should be kept in a prominent place for easy access ie in cupboard.

Website/Facebook Confidentiality

- Under no circumstances should any photographs of the children attending club be displayed on the Club Website.
- Photographs of the children attending the Club will only be posted on the Club's CLOSED Facebook, with parental consent.

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- Under no circumstances should any member of staff discuss children, parents or any other staff member on Facebook in relation to the After School Club.
- Parents should be discouraged from discussing and/or posting photographs of their own and/ or other children, in relation to the Club on Facebook.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

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