



Brynteg Tigers Out of Hours Club

Use of Technology/Mobile Phones Policy

Policy approved by: Michelle Firth

Policy reviewed: September 2026

Next review due: September 2027

Responsible Individual: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club recognises that technology can enhance children's learning and communication, but it also carries risks. This policy sets out clear rules regarding the use of mobile phones and other technology by staff, children, and visitors, to ensure the safety, privacy, and wellbeing of all children and staff in line with CIW guidance.

2. Objectives

- Protect children from inappropriate use of technology.
- Maintain confidentiality and privacy of children and families.
- Provide clear guidance for staff, parents, and visitors regarding technology use.
- Prevent misuse of mobile phones, cameras, or social media within the setting.

3. Staff Use of Technology

- Staff must not use personal mobile phones or cameras in areas where children are present.
- Tablets provided by the club may be used for:
 - Documenting children's learning and development
 - Observations and assessments
 - Communication with parents (via approved platforms)
- Photos or videos of children must only be taken with parental consent and used for professional purposes.
- Staff must not share images or information about children on personal social media.
- Devices must be password protected and securely stored when not in use.

4. Children's Use of Technology

- Children's use of technology is supervised and age-appropriate.
- Children are taught safe and responsible use of digital devices (where applicable).
- Staff monitor use to prevent access to inappropriate content or contact.

5. Visitors & Volunteers

- Visitors, volunteers, and parents must not use personal devices to photograph or video children without prior permission.
- Any authorised photographs/videos must be taken using club equipment and stored securely.

6. Mobile Phones

- **Staff:** Personal phones not used during working hours.
- **Children:** Personal mobile phones discouraged; if brought, they must be handed to staff for safekeeping.
- **Parents/Visitors:** Advised not to use phones in areas where children are present.

7. Cameras & Photography

- Only authorised devices may be used to take photos/videos.
- Parental consent forms obtained at registration; consent may be withdrawn at any time.
- Images/videos used only for:
 - Children's learning journals
 - Club displays
 - Club publicity with consent
- Images are securely stored, password-protected, and deleted when no longer needed.

8. Social Media

- Staff must not post images or information about children on personal social media.
- Official club accounts managed by authorised staff only.
- Parents consent to sharing images/videos of their children for specific purposes only.

9. Breaches of Policy

- Any breaches by staff may result in disciplinary action.
- Breaches by parents/visitors may result in restricted access to the setting.
- Serious breaches reported to the Responsible Individual and, if appropriate, CIW.

10. Review

- Policy reviewed annually or when legislation, guidance, or technology changes.