



SIMPLY PENDOYLAN

Media, Electronic Devices and Digital Communication Policy

Purpose

The Club is committed to safeguarding and promoting the welfare of all children. This policy sets out the expectations for the safe and appropriate use of mobile phones, electronic devices,

photography, video recording, the internet and social media to protect children, staff, volunteers and the Club.

All staff, volunteers, students, visitors, parents/carers and children are expected to adhere to this policy.

Mobile Phones and Personal Electronic Devices – Staff

Staff must maintain professional standards at all times and ensure that the use of personal electronic devices does not compromise children's safety, wellbeing or confidentiality.

- Personal mobile phones, smart watches and other electronic devices must be switched to silent and stored securely during working hours.
- Personal devices must only be used during authorised breaks and away from children, except in the event of an emergency.
- Staff must not use personal devices whilst supervising children.
- All communication relating to children, families or the running of the Club must take place using authorised Club communication methods.
- Staff must not use personal messaging services or social media to communicate with children.

Mobile Phones and Electronic Devices – Children

Children are discouraged from bringing mobile phones or personal electronic devices to the Club.

Where a child brings a mobile phone for travel purposes, it should remain switched off and stored safely during the session unless permission has been given by a member of staff.

Children must not:

- take photographs or videos;
- record staff or other children;
- access social media or unsuitable online content;
- use mobile phones in a way that compromises the safety, wellbeing or privacy of others.

Parents/carers who need to contact their child during Club hours should do so via the Club telephone.

Photography and Video Recording

The Club recognises that photographs and videos provide valuable evidence of children's experiences and achievements.

Written consent will be obtained from parents/carers before photographs or videos are taken or used. Consent forms will be reviewed regularly and parents/carers may withdraw consent at any time.

The Club will ensure that:

- photographs are only taken for legitimate educational, promotional or recording purposes;
- images are stored securely in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018;
- images are only used in accordance with the permissions provided by parents/carers;
- children's full names are not published alongside photographs unless separate written consent has been obtained.

Where possible, only Club-owned devices will be used to take photographs.

Personal mobile phones must not be used to photograph or record children except in exceptional circumstances authorised by the Manager. In such cases, images must be

transferred immediately to the Club's secure storage and permanently deleted from the personal device and any associated cloud storage.

Visitors, parents and carers must not take photographs or record videos on Club premises without prior permission from the Manager.

Any external organisation wishing to photograph or film within the Club must obtain written permission from the Manager and written consent from parents/carers before any recording takes place.

Internet and Digital Technology

The Club recognises that digital technology can enhance children's learning and development when used safely.

Where internet access is available, the Club will ensure that:

- appropriate filtering and security systems are in place;
- children are supervised at all times when using digital technology;
- online activities are appropriate to children's age and stage of development;
- children are supported to develop safe and responsible online behaviours.

Staff may access the internet for authorised work-related purposes only.

Staff must not:

- access inappropriate or offensive material;
- use social networking sites for personal use during working hours;
- download unauthorised software or applications;
- use Club equipment for excessive personal use.

The Club reserves the right to monitor the use of its IT systems where appropriate and in accordance with relevant legislation.

Email and Digital Communication

Club email accounts and electronic communication systems are for professional use only.

Staff must not share confidential information relating to children, families or colleagues through personal email accounts, text messages or unauthorised messaging applications.

Electronic records must be managed securely and in accordance with the Club's Confidentiality and Data Protection Policies.

Social Media

Staff have a responsibility to maintain professional boundaries both during and outside working hours.

Staff must not:

- identify or discuss children or families attending the Club;
- publish photographs or videos of children using personal social media accounts;
- make comments that could compromise confidentiality or bring the Club into disrepute;
- accept or initiate social media friendships or online contact with children attending the Club.

Staff should exercise caution when interacting with current parents/carers through personal social media accounts and maintain clear professional boundaries.

Only authorised staff may manage or publish content on the Club's official social media accounts.

Content published on official Club accounts must comply with parental consent, safeguarding requirements and data protection legislation.

Confidentiality

The confidentiality of children, families and staff must be maintained at all times.

Information obtained through employment must not be shared via:

- personal mobile phones;
- text or instant messaging services;
- personal email accounts;
- social media platforms;
- unauthorised digital storage.

Any breach of confidentiality will be investigated and managed in accordance with the Club's disciplinary and safeguarding procedures.

Children's Personal Electronic Equipment

Children should not bring valuable electronic equipment into the Club unless agreed in advance.

The Club cannot accept responsibility for loss, theft or damage to personal property.

Where personal equipment is brought into the Club, staff will monitor its use to ensure it is safe, appropriate and does not compromise the wellbeing of others.

Television, Films, Games and Digital Media

All television programmes, films, music, games and other digital media used within the Club will be suitable for the age, understanding and developmental needs of the children attending.

The Club will comply with recognised age classifications, including BBFC and PEGI ratings, and will obtain any licences required for public performance or use.

Monitoring and Compliance

Failure to comply with this policy may result in disciplinary action and, where appropriate, referral to relevant safeguarding or regulatory authorities.

Any concerns regarding the misuse of electronic devices, digital communication or online activity should be reported immediately to the Manager or Designated Safeguarding Person.

This policy should be read alongside the Club's:

- Safeguarding and Child Protection Policy
- Data Protection and Confidentiality Policy
- Staff Code of Conduct
- Behaviour Management Policy
- Online Safety Policy