

# Mobile Phone and Camera Use Policy

## Allstars

**Office Address:** 3 Crewe Road, Sandbach, CW11 4NE

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## 1. Policy Statement

Allstars recognises that mobile phones and digital devices are part of everyday life. However, to safeguard children and maintain a safe, professional environment, this policy sets out clear expectations for the use of mobile phones, cameras, and other personal devices by staff, visitors, and children.

This policy aligns with safeguarding responsibilities under the **EYFS Statutory Framework**, **KCSIE**, and the **Data Protection Act 2018**.

## 2. Staff Mobile Phones

- Personal mobile phones must be **stored securely** and out of sight during working hours.
- Staff may only use personal phones on breaks and in **designated staff areas**, away from children.
- Phones must never be used to take photographs, videos, or audio recordings of children.
- In an emergency, staff may use a personal phone with permission from the Club Manager or DSL.
- Any breaches of this policy may lead to disciplinary action.

## 3. Club Devices

- Only **club-owned phones or tablets** may be used to take photographs or videos of children, and only with prior parental consent.
- Images are used for educational, promotional, or record-keeping purposes (e.g. newsletters, displays, social media – if consent is in place).

- Images are stored securely, password-protected, and deleted when no longer required.
- Staff may only use club devices in line with training and safeguarding guidance.

#### 4. Visitors and Contractors

- All visitors are informed of the mobile phone and camera policy during sign-in.
- Visitors and contractors must **not use personal phones or take photographs** while on site.
- Phones must remain out of sight and on silent while in childcare areas.

#### 5. Children's Use of Devices

- Children are **not permitted** to bring mobile phones, smartwatches, or tablets to Allstars.
- If a child does bring a device, it will be stored securely and returned to the parent at collection.
- Children are not permitted to take photos or videos while attending Allstars.

#### 6. Parental Consent

- Consent for photo and video use is obtained at registration and can be changed at any time in your account.
- Parents have the right to withdraw consent at any time.
- We will never use a child's image in public materials without consent.

#### 7. Monitoring and Safeguarding

- All staff are trained to be alert to inappropriate device use and understand how to report concerns.
- Any suspicion of misuse will be investigated immediately and reported to the DSL.

- Serious breaches may be referred to the Local Authority Designated Officer (LADO), police, or other safeguarding bodies.

## 8. Review

This policy is reviewed annually or following any incident or update in safeguarding guidance.

**Date of next review:** August 2026

**Policy lead:** Club Manager / DSL