Mobile Phone and Smart Devices Policy and Procedure

It is In2Care and In2Sport's intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, in turn eliminating the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of smart devices and cameras around children

Smart Devices - Office Staff

- Office staff members may need to use their work smart devices to carry out their role effectively. Some reasons may be to scan documents, take photos of activities for marketing purposes or to share best practice, site areas for risk assessments and staff photos for name badges.
- Office staff members may need to be contactable by other settings when visiting. If Office staff need to take or receive a call during club time, they must remove themselves from the children and parents before making or taking a call.
- When covering at a setting within ratio, Office staff members must notify other sites that they may be supporting that they are unavailable and provide the site phone number of the setting they are covering at, so they can be contacted.
- When covering, Office staff members must ensure that their work and personal smart phones/devices are stored with the stored in the same way as the onsite staff smart phones/devices throughout contact time with children.

Smart Devices – Site Staff

- All site staff (Managers, Leaders, Sports Coaches, Playworkers and Volunteers) must ensure that their smart phones/devices are left in a secure place throughout contact time with children. The Setting Manager must risk assess the most appropriate place which is out of reach of delivery colleagues and children while the setting is operating. For example, in their bag on a high shelf in a cupboard.
- Mobile phone/smart device calls may only be taken on breaks or in staff members own time, away from the children, and with the Setting Manager's permission.
- Staff members who have children and want the reassurance of receiving a call in an event if an emergency, should give their family the site phone number for the site that they work at.
- Staff should not use their personal mobile phones during their working day. Any member of staff who needs to be contactable in an emergency should give out the settings mobile and/ or landline numbers.
- Staff will never comment on any work-related matters on a social networking site (such as Facebook) nor refer to work related business. Staff will always maintain professional boundaries by not accepting or initiating friend requests from children or young people using the setting or their family members.
- If a mobile phone is seen out at site, there will be a 3-strike system:

  1st time – a verbal warning

  2nd time – written warning and office meeting

  3rd time – dismissal pending investigation

Smart Devices Visitors

- All visitors must relinquish their smart phones/devices upon entering the setting. These must be stored in the same way as the colleague smart phones/devices.

Smart Devices Parents

- When parents drop off or collect their children they must have their smart phones/devices stored away in a bag or pocket. If their smart phones/devices are visible, then In2Care staff must challenge the parent and ask them to put the device away out of sight.
- If a parent's phone rings and they go to answer, In2Care/In2Sport staff with ask the parent to take the call away from the children.

Safeguarding

- It is the responsibility of all colleagues to be vigilant and report any concerns to the Setting Manager or a member of the Senior Leadership team.
- Concerns will be taken seriously, logged and investigated appropriately.
- In2Care and In2Sport reserves the right to check the image contents of a staff's phones/smart devices should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then the Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate action that needs to be taken.

Site phone and tablet

- Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage, sharing with parents and for training/observational purposes. These photos will be taken on the site tablet and will require written permission from parents.
- Photographs taken for the purpose of headshots for medical records will be taken on the site tablet.
- Photographs taken for the purpose of marketing will be taken on the site tablet and will require written permission from parents.
- Only the designated setting tablet is to be used to take any photos within the setting.
- Images taken on this tablet must be deemed suitable without putting the children in any compromising positions that could cause embarrassment or distress.
- It is good practice to share the photo of the child you have taken the photo of after taking the photo.
- All colleagues are responsible for the safe location of the tablet.
- Photos taken on the site tablet can only be sent to info@in-2-care.co.uk or info@in-2-sport.co.uk and must not be sent to another mobile device.

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

Children's use of phones

- Children who bring mobile phones or electronic devices into an In2Care/In2Sport setting will have these removed and stored securely and returned to their parents/guardian at the end of the session.
- In2Care/In2Sport does not accept any responsibility for loss or damage to mobile phones or electronic devices brought to the club with a child.

Smart watches

Smart watches may be worn by staff and children if the following conditions are met:

- Notifications for calls and messages are off during sessions
- The camera function is disabled during sessions

This policy was adopted by: In2Sport	Date: 18th May 2026
To be reviewed: May 2027	Signed: L M Hall