



Mobile Phone and Electronics Policy

Trelawnyd Little Learners want to ensure the physical and digital safety of every child within the setting at all times. This policy is in line with the safeguarding policy to protect all children from being posted on the internet to be seen by strangers, and to protect adopted and cared for children from being seen by individuals who should not have access to them. This policy applies to paid staff, visitors to the setting, volunteers and students. This policy is in line with GDPR guidelines.

Trelawnyd Little Learners will protect children by:

- Locking all electronics (laptop and iPad) away at the end of each session, and keeping the devices password protected
- Keeping an up to date log of photographic / video permissions or restrictions for each child, and having them accessible for staff to reference at all times
- Obtaining written and signed consent from parents / guardians to take / use photographs / videos of their child
- Ensuring ALL staff phones are kept securely in the locked cabinet and completely switched off, until the end of their shift
- Ensuring any other devices that contain a camera / recording device are stored away securely alongside personal phones
- Manager / Responsible Individual to ensure the phone goes home at the end of wrap-around session

In the event that a member of staff, visitor, volunteer or student needs access to their phone during the session, it is up to the Person In Charge to make a decision on whether the phone is to be kept stored away, on a high up shelf on loud or on the individual's person.

A non-exhaustive list of reasons an individual may be able to keep their phone on them:

- Having a dependant that does not attend the setting or the school that the setting operates within*
- Expecting a phone call in regards to their health / a dependants health

- Expecting a phone call in regards to an important event or cause. This is at the discretion of the Person in Charge or Registered Individual and will be decided each day the phone may be required

*If the dependent of the individual attends the setting or the school that the setting operates within, phones are to be kept away as anything they may need to be contacted for can be done in person. This does not apply if the dependant is on an out of school trip

The Responsibility of the Person In Charge and TLL phone

The Person In Charge should have access to the designated company phone used within Trelawnyd Little Learners at all times. This phone is for wrap-around care only and should not be used for breakfast club or after school club. At the end of each session the phone should go home with the manager. In the event of manager absence, the phone should be handed to the Responsible Individual to be taken home. In the event of both the Manager and RI being absent, the phone should be powered off and locked away with the other electronics.

This phone should not include any sensitive information about a child as it is a device that leaves the setting. The phone should only have the contacts of parents / guardians and no other information regarding a child, along with no identifiable photos. The phone is to stay powered off when not in the setting UNLESS being used for reduced office hours during the half terms or school holidays.

The Person In Charge role is delegated to Ally Smith, but in the event of her absence another member of staff may be appointed in charge of the session that day, and allowed to use the company mobile phone following the same guidelines.

This could include:

- To contact or be contacted by other staff members, in line with the lockdown policy and procedure
- Needing to pass on information to the registered individual in line with the safeguarding procedures
- Collecting photographic evidence for marketing reasons on social media or the website of the setting (<https://www.facebook.com/TrelawnydLittleLearners/> and <https://www.trelawnydlittlelearners.co.uk/>)

The Trelawnyd Little Learners phone is to be used as a point of contact in the event of an emergency. All staff should provide the mobile number to anyone that they are an emergency contact for, and their emergency contacts should also be stored within the mobile phone. Additional contacts may be added if staff have dependents in other settings that could contact the setting in the event of an emergency.

Personal Phones and Photographs

Under no circumstances should any individual be taking photographs or videos within the session using personal property. This is to protect the children in the room. Any breach of this policy, in line with the safeguarding and confidentiality policies, may result in disciplinary action.

HOWEVER, the Trelawnyd Little Learners phone may be used for photos in line with the following:

- Where possible, photographs should be taken when there are no children present before a session starts (during room set up before the children are brought over from school, photograph of an activity, a collection of artwork to be posted for parents etc)
- Any photo taken during a session must be shown to another member of staff to prove that no child's face or identifiable skin marking has been photographed
- The photograph only shows unidentifiable hands within the context of an activity being carried out
- Camera and photographic usage are used in a professional manner only (in line with the social media policy)
- Photographs are removed from the device once they have been used
- The Responsible Individual is able to check photographs from the sessions within the device
- The phone is only used for professional reasons (marketing images, contact with other staff), and personal use does not take place until the end of the shift
- Any photographs of children's work intended to be posted should not include their names, whether written by an adult or by the child

Electronic Watches and Other Devices

Some electronic watches will contain a camera that can both take photographs or record videos. If a watch contains any of these features, it should be removed and stored away with personal mobile phones.

If a watch doesn't use these features, individuals are allowed to wear them within the session if placed on do not disturb. However, if the individual is seen to be scrolling, sending messages, or otherwise distracted by the digital features of their watch, it is up to the Person In Charge to decide whether the watch should be removed and stored away for the remainder of the session, or if they simply need reminding that they need to stop using the watch and continue with their duties. With phones being powered off, watches should not be able to connect to a phone signal to receive messages or calls. If a watch is to receive anything from a phone it is an indicator

that the phone is not switched off, and staff will be asked to switch their phone off completely.

Any augmented reality glasses, smart glasses, or other worn electronic devices that can take image, video or audio recordings are not to be worn at all within the setting as they cannot be policed, and should be stored away until the end of a shift.

Reviewed 01/07/2026