HARLANDS EDUCATIONAL TRUST

Mobile Phones, Cameras and Electronic Devices Policy

Managed by:	Club Manager	**Date:** 02/09/26
Approved by:	David McKeown-Webster	
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Reviewed by:		

Table of Contents

Purpose 3
Staff devices 3
Children's devices 3
Parents, carers and visitors 3
Approved photography and recording 3
Breaches 3
Related documents 3

Purpose

Mobile technology is useful but can distract adults, compromise privacy and create safeguarding concerns. Harlands Explorers controls when and how phones, cameras, tablets, smart watches and similar devices may be used by staff, children and visitors.

Staff devices

Personal phones and devices must not be used by staff who are supervising children. At the beginning of a session, they should be silenced and stored in the secure place agreed by the Club Manager. Urgent personal calls should be directed to the club phone.

- The Club Manager will keep the authorised club phone available for operational and emergency use.
- A personal phone may be authorised during an evacuation, safeguarding emergency, missing-child search or off-site activity where additional communication is necessary.
- No staff member may photograph, film or audio-record a child using a personal device.

Children's devices

Children are discouraged from bringing phones or personal electronics. Any device brought to the club must be handed to the Club Manager on arrival, turned off, stored securely and returned at departure. Harlands Educational Trust/ Explorers cannot accept responsibility for loss or damage. A child may use the club phone only in an exceptional situation and under direct staff supervision.

Parents, carers and visitors

Adults collecting or dropping off children should avoid using phones inside the setting. Necessary calls should be taken outside so attention remains on the child and club procedures. Photographs, video or audio must not be taken without the Club Manager's explicit permission.

Approved photography and recording

- Images may be taken only on an authorised club or school device and for an agreed educational, observational or promotional purpose.
- The setting must hold the appropriate parental consent before a child is photographed or filmed.
- Images must be stored, transferred and deleted using the setting's approved systems. They must not be copied to personal accounts, devices or cloud services.
- When an authorised device is used, staff must consider the background and ensure no other child is identifiable without consent.

Breaches

Unauthorised use, recording or sharing may be treated as a safeguarding matter and a disciplinary issue. Concerns must be reported immediately to the Club Manager or DSL. Where an allegation involves the Manager, staff must use the whistleblowing or allegations procedure.

Related documents

Safeguarding Children; Whistleblowing; Photography, Filming and Camera Use; Data Protection.