

---

## Freestyle Wraparound Club – Technology Policy

*Updated August 2025*

At Freestyle Wraparound Club, we are committed to creating a safe, supportive, and distraction-free environment for all children, staff, and visitors. This means having clear rules on how mobile phones, tablets, laptops, and smart watches may be used, and ensuring everyone understands and follows them.

Our policy helps us to:

- **Protect children** from harm and inappropriate contact
- **Protect staff** from false allegations
- **Keep staff focused** on the care and activities provided
- **Maintain transparency** in all interactions

---

### Staff Use of Technology

**When it's allowed:**

- Staff may use mobile phones for official tasks such as signing children in/out, accessing emergency contact details, and checking health/allergy information.
- Managers have work-issued devices for taking photographs (with parental consent) and for official communication.

**When it's not allowed:**

- Personal mobile phones should be kept out of sight and not used during club time, except in emergencies.
- If a call must be taken, staff must step out of the room and ensure another team member is present with the children. If alone, the call should be returned after the session.
- Personal contact details must never be given to parents, carers, or children. All emergency calls should go via the club's main contact number.
- Staff must never take photographs of children on personal devices.

---

### Photography & Media

- Only work-issued devices may be used for taking photos, and only with written parental permission.
  - Photos are used solely for the club's website, displays, and promotional materials.
  - All images and data are securely deleted from devices once no longer needed.
- 

### **Tablets, Laptops & Smart Watches**

- Club-owned iPads/laptops are for official tasks such as administration, advertising, and approved photography.
  - Devices are stored securely in the club office when not in use.
  - Smart watches may be worn, but calls, messages, or internet use should only happen during appropriate breaks, away from children.
- 

**By following this policy, we keep Freestyle Wraparound Club a safe, professional, and child-focused environment.**

---