

JAM Activity Camps – Mobile Phone & Electronic Devices Policy

1. Purpose

The purpose of this policy is to ensure the safety, wellbeing, and protection of all children attending JAM Activity Camps by clearly outlining procedures for the use of mobile phones and personal electronic devices. This policy supports safeguarding requirements under:

- Ofsted childcare and holiday scheme guidance
- KCSIE 2025
- EYFS (where applicable for younger children attending)
- Data protection and safe working practice standards

2. Scope

This policy applies to:

- All camp staff (seasonal, permanent, agency)
- Volunteers and coaches
- Parents/carers
- Visitors and contractors
- Any individual on camp premises or attending off-site trips

It covers:

- Use of personal mobile phones
- Use of tablets and smart watches
- Photography and video recording
- Online safety and data protection

3. Policy Statement

JAM Activity Camps is committed to creating a safe, enjoyable, and secure environment for all children. To protect children and reduce safeguarding risks:

- Personal mobile phone use is restricted
- Only authorised devices may be used for camp operations
- Photographs of children must only be taken on approved camp devices
- No images or information may be shared outside of secure systems

4. Staff Responsibilities

Staff must:

- Store personal phones in staff areas or lockers during sessions
- Never use personal phones in activity areas or around children
- Only use personal devices during breaks and out of sight of children
- Never take photographs or videos on personal devices
- Not contact parents using personal numbers
- Report any concerns about inappropriate device use immediately

5. Camp-Owned Devices

JAM Activity Camps may provide secure devices for:

- Emergency communication on outings
- Attendance, registers, or incident logging
- Taking photos for camp displays or secure communication with parents

These devices must:

- Be password protected
- Remain on camp premises unless taken on organised trips
- Only be used for approved purposes

6. Parent/Carer and Visitor Use

To safeguard children:

- Parents and visitors must not use mobile phones in activity areas
- Calls must be taken outside or in designated areas
- Photography or recording of children is strictly prohibited unless authorised in writing and supervised

7. Safeguarding and Photography

Only camp-owned devices may be used to photograph or video children.

All images must:

- Be stored securely
- Be used only for authorised camp purposes
- Never be shared via personal social media or messaging
- Be deleted from devices once uploaded to secure storage

8. Social Media and Online Conduct

Staff must not:

- Discuss camp matters on social media
- Share photos, recordings, or information about children
- Post any content related to JAM Activity Camps without management approval

Professional boundaries must be maintained at all times.

9. Off-Site Trips and Activities

A camp-owned mobile phone must be taken for emergencies.

Staff:

- Must not use personal phones during trips
- Must follow risk assessments and supervision ratios
- Must ensure children are continuously supervised, without distraction

10. Breaches of the Policy

Any breach of this policy may result in:

- Safeguarding investigation
- Disciplinary action or removal from role
- Referral to external safeguarding agencies if necessary

11. Monitoring and Review

This policy will be reviewed annually or sooner if legislation, guidance, or camp procedures change.

Feedback from staff and parents may inform updates.