**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE, SO53 4QH**

**MOBILE PHONE/PHOTOGRAPHIC/VIDEO/FACE BOOK/**

 **KNIGHTWOOD WEBSITE POLICY**

**Knightwood Kids Club regards the safety of its children as paramount. The club’s aim is to provide a safe and secure environment for children, their families, and staff, and in doing so, implements the provisions of the above named policy.**

**Knightwood Kids Club shares its Mobile Phone, Photographic, Video, Facebook, and Website Policy with all staff, students and volunteers during their induction, and parents/carers are informed of the contents of the Policy.**

**PHOTOGRAPHS**

**Knightwood Kids Club always seek parents/carers permission before taking photographs. Parents/carers are asked to sign the permission section in the REGISTRATION PACK.**

**Parents/carers are assured that photographs will be accessed solely by club staff, and the photographs used solely for the clubs, they may be used in staff training and may be posted onto our face book or website page with the intention to advertise the clubs and show parents and potential families how their children spend their time with us.**

**All staff have basic Safeguarding Children training.**

**Photograph’s may be used:**

* **As evidence of children’s learning.**
* **In displays and photo albums for parents/carers and for potential families to look at.**
* **As evidence of learning for Ofsted, and other such agencies.**
* **For use in advertising the Afterschool Club.**

**The club understands that parents/carers may wish to take photos during a special event. However, if the photos might contain other children, then the club will need to seek universal consent.**

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**MOBILE PHONE**

* **Members of staff, students and volunteers are advised they are not to use their mobile phones unless it is an emergency, during their induction.**
* **In case of emergency, the clubs mobile telephone should be the first point of call.**
* **Knightwood Kids Club believe that the use of mobile phones would take the adult out of ratio and the focus would not be on the care of the child.**
* **Staff, students and volunteers should not, under any circumstances, use their mobile phone to take pictures, or videos.**

**VIDEO/FACE BOOK/WEBSITE**

* **Only members of staff will take videos/pictures, using either the clubs camera or i pad.**
* **The pictures/videos will only be posted on to our face book account or website by the Manager/Deputy or a member of staff instructed by the Manager/Deputy to do so.**
* **Pictures and videos are solely for the use to advertise the Afterschool Club, and for parents/carers and potential families to see how their children spend their time with us.**
* **Parents/carers are asked to sign the video/face book/website permission section in the REGISTRATION PACK.**

**LEGAL FRAMEWORK**

* **Children Act 1980**
* **Protection of Children Act 1999**
* **Data Protection Act 2018**
* **The children Act (Every Child Matters) ( 2004)**
* **Safeguarding Vulnerable Groups Act (2006)**

**FURTHER GUIDENCE**

* [**www.4children.org.uk**](http://www.4children.org.uk)
* **Working Together to Safeguard Children (revised HMG 2006)**
* **What to do if You’re Worried a Child is Being Abused (HMG 2006)**

**POLICY START DATE ……………………………………………….. 1st September 2000**

**POLICY REVIEWED DATE ………………………………………… 16th August 2015**

**POLICY REVIEWED January 2024**