

Out of School Club Mobile Phone Policy

Out of School Club fosters a ‘culture of safety’ in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the club’s mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

Staff use of mobile phones

Personal mobile phones belonging to members of staff are kept in [insert location: eg in a specific tray, box, cupboard, staff room, kitchen, etc] during working hours.

If a member of staff needs to make an urgent personal call they can use the club phone or make a personal call from their mobile in the [specify a permitted area, eg kitchen].

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Manager or Deputy.

Under no circumstances may staff use their personal mobile phones to take photographs at the club during working hours.

Children’s use of mobile phones

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the club.

The club does not accept any responsibility for loss or damage to mobile phones brought to the club by the children.

Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity they can ask a member of staff to take one using the club camera.

Visitors’ use of mobile phones

In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices on club premises. Taking of photographs by parents or visitors is **strictly prohibited**. If a parent would like to have a photograph of their child involved in an activity or at play, they can ask a member of staff to take one using the club camera.

Related policies

See also: **Safeguarding Children policy**.

This policy was adopted by: [Insert club name]	Date:
To be reviewed: [Insert date]	Signed: [by Manager/Proprietor]

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*: *Safeguarding and Welfare requirements: Child Protection [3.4]*.