

# Mobile phone

## Mr H Out of School Club

### Mobile Phone and Electronic Device Policy

Mr H 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 with their own belongings and not carried around in Club 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 reception area of school or outside.

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 and handheld games

Whilst we understand that some children have mobile phones, children are not allowed to use their phone within the Club at any time and they must be switched off.

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 or any electronic device 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.

Children are not allowed to bring their own handheld computer games to the Club

### **Visitors' use of mobile phones**

Parents and all other visitors must not use their mobile phone – or any other device – to take photographs within the club. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the club camera.

### **Related policies**

See also: **Safeguarding Children policy.**