

# Wickwar Out of School Club

## Mobile Phone Policy

Wickwar 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 the staff document cupboard 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 corridor adjacent to the equipment cupboard.

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 session leader..

Under no circumstances may staff use their personal mobile phones to take photographs or videos 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 or record video or audio 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

Parents and all other visitors must not use their mobile phone – or any other device - to take photographs or record video or audio within the club. This includes taking photographs, video or audio 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

Safeguarding Children policy, Social Media Policy

This policy was adopted by Wickwar Out of School Club	Date:
To be reviewed	Signed  Chair of Management Committee