



# Play in Ltd

## Mobile Phone Policy

Play in Ltd 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 the staff room in a secure/ locked 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 Staff room (away from children).

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.

(To ensure the safety of children, Management may need to have their Club mobile phones on them at times such as the walking bus. Under no circumstances may these phones be used in club hours for personal use. Management may request that other Senior staff members have their phone on them on occasion in case of emergency, but staff are under instruction that these are not to be used for personal use.)

### **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**

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.

## Guidance

To safeguard children and practitioners online, our staff will be encouraged to refer to “Safeguarding children and protecting professionals in early years settings: online safety considerations”. (<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>)

This policy was adopted by: Play in Ltd	Date: Sept 2021
To be reviewed: Sept 2022	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare requirements: Child Protection [3.4]*.