



1.8 MOBILE PHONE POLICY

Ecclesall Kid's 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 must be 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 locked cupboard/drawer during working hours. The only exception to this is the official club mobiles used for receiving and making calls to parents and carers.

If a member of staff needs to make an urgent personal call they can with the Session Leaders permission use the club phone or make the call from their own mobile outside away from the club.

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 Leaders.

Where staff contravene this policy on mobile phones, including posing a safeguarding risk to the setting or breach of GDPR/Data Protection regulations, this may be deemed as minor or serious misconduct and lead to Disciplinary action under the Clubs Disciplinary procedure.

Under no circumstances may staff use their personal mobile phones to take photographs of children, their parents and carers at the club or on trips. The club camera/tablet may be used to take pictures for club use only e.g. for displays/EYFS folders and only where permission has been sought if the child is identifiable from the image. Images of the clubs children which identify them should not be placed on our website or on social media networking sites under any circumstances.

Children's use of mobile phones

Whilst we understand that some children have mobile phones they must not be used in the club, they must be handed to a member of staff for safe keeping and placed in the club mobile box. It is the child and parents responsibility to ensure they retrieve their phone when they leave the club. Any children who are found using phones they should have handed in, will be reminded about the club policy and will be required to put them in the club mobile phone box, we will require any images of other children that are taken in club are removed and the child's parent will also be reminded about the policy when they pick up their child.

Children must not use their mobile phone to take photographs of any kind whilst at the club, if a child has taken photographs of other children in the club with their personal mobile phone we will request that the images are removed immediately. If children want a photograph of a particular activity they have undertaken in the club they can always ask a member of staff to take one using the club camera/tablet.

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

Visitors' use of mobile phones

The use of mobile phones by parents/carers, their children and all other visitors within the club boundaries is forbidden, in line with our signs on the wall and door. Any individual breaching club policy on this will be challenged by our staff. Serious breaches or refusal to support this policy will be reported to the Committee and serious or repeated breaches may result in the forfeiting of their child's place. If a parent wishes us to take a photo of their own child involved in an activity or at play they can ask a member of staff to take one using the club camera/tablet.

This policy was adopted by: Ecclesall Kids Club	Date: 2.11.18
reviewed: 25.2.22	Signed: Ecclesall Kids Club Committee