



Mobile Phone Policy

Mighty Oaks Before and After School Club foster 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/carers. 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 or in the office 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 phone only in the permitted area, in this case the office.

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 manager.

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

Staff are permitted to use Mighty Oaks mobile phone to make and receive calls from parents/carers.

Children’s use of mobile phones

Whilst we understand that some children have mobile phones, they are not permitted to use their phone within the Club. When children arrive in the morning they must ask a member of staff to put their phone in the office, which is where it will remain throughout the day. The Club does not accept any responsibility for loss or damage to mobile phones.

Visitors’ use of mobile phones

In the interest of safeguarding we ask all parents/carers and visitors not to use their phones or other mobile devices on Club premises. Taking of photographs by parents/carers or visitors is strictly prohibited. If parents/carers 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 Mighty Oaks iPad.

<p><u>This policy was adopted by:</u></p> <p>Mighty Oaks Before and After School Club</p>	<p><u>Date agreed:</u> 1st August 2020</p>
<p><u>To be reviewed:</u> August 2022</p>	<p><u>Signatures:</u></p> <p>Club Manager:</p>

	Epworth Trust:
--	----------------