



Mobile Phone Policy

Gingerbreads 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 put on silent and kept in a 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 away from the children, out of the room.

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.

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

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the club. They will not be permitted to take them out of their bags.

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 phone.

Visitors' use of mobile phones

In the interests of safeguarding we ask all parents and visitors not to use their phones or other mobile devices in any way on the club premises. Taking of photographs by parents or visitors is **strictly prohibited**. If a parent would like 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 phone.

Related policies

See also: **Safeguarding Children policy**.

This policy was adopted by: Gingerbreads Out of School Care	Date: Aug 2019
To be reviewed: Aug 2020	Signed: J.Clayton

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4]*.