

Knutz 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

Mobile phones belonging to staff members must be kept in the lock box during working hours.

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

If a member of staff needs to make an urgent personal call, they can use the club phone or the manager may give permission to make a personal call from their mobile, **out of the setting**.

If a member of staff has an ongoing family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the manager or deputy.

Staff must never use their personal mobile phones or cameras to take photographs at the club. Doing so will be considered gross misconduct and may result in instant dismissal.

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. We ask children to put their mobile phones in the lock box until they leave the session.

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

In the interest of safeguarding children and to protect everyone's privacy, we ask all parents and visitors NOT to use their phones or other mobile devices on 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, they can ask a member of staff to take one using the club camera.

Related policies

See also: **Safeguarding Children policy**

Policy adopted by	Knutz Out of School Club
Version adopted	1 st December 2021
Due for review	December 2023

Signed: 
Owner/Manager

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