



# Mobile Phone Policy

## Aim:

Venture Kids aims to 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. 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.

## Procedure:

### Staff use of mobile phones

- Personal mobile phones belonging to members of staff must be kept in a staff area 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 outside the premises.
- 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.
- Staff may use their mobile phones to look up activities for the children (recipes, games, etc) with management approval. This is acceptable only while in a room inaccessible to the children.
- Staff will bring a VK top-up phone or a club 'walkie talkie' with them on pick-ups for communicating with management any last-minute changes or in case of emergency.

### 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.
- Any homework that requires the use of technology (computer or smart phone) must be completed outside of Venture Kids.

### 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.

**Related policies** See also: **Safeguarding Children policy.**

Reviewed by: Siobhan McIlwaine	Date: 9/7/20
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