Diagram

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**Club Edge Mobile phone policy**

*The welfare, protection, and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously.*

*Higher Up Club has a****no use****of mobile phones policy whilst caring for children.   It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the concern of staff being distracted from their work with children and the inappropriate use of mobile phone cameras around children.*

**MOBILE PHONES & SMART WATCHES (APPLE WATCHES)**

We believe our staff should be completely attentive during their working hours to ensure all children in the holiday club receive good quality care. Mobile phones must **not** be used during working hours. Staff are permitted to keep their phones switched on in case of urgent calls, but they will be kept in the office, away from children and must be on silent. In an emergency staff members relatives are able to phone our office line 01484 400447 for a message to be passed on to the needed member of staff.

Under no circumstances does the holiday club allow a member of staff to contact a parent/carer using their personal device.  Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device. All staff must ensure their mobile phones are inside the office throughout contact time with children. Staff are permitted to use their mobile phones during their lunch breaks away from the children.

The use of apple watches/smart watches etc, are also not permitted. Staff wearing smart watches will be asked to remove them and leave them locked away along with their personal mobile phones in the office.

The use of mobile phones/smart watches are in staff breaks or in staff member’s own time in the designated (child free) staff area. It is the responsibility of all members of staff to be vigilant and to report any concerns to the club manager.

All urgent calls are to be taken from the main line, however if any staff member has a family emergency or similar, their mobile will be kept in the office and they will be called to take a call.  Prior permission must be sought from the manager or deputy.

During group outings a nominated staff member will take the allocated nursery mobile phone out with them in case of emergency.  This should only be used for emergency calls and incoming calls from the club, under no circumstances must a member of staff take a personal call whilst caring for children.  It is the responsibility of all staff members to be vigilant and report any concerns to the Manager or Deputy Manager.

The manager or deputy manager reserves the right to check the image contents of a member of staff’s mobile phone should there be any cause for concern over inappropriate use of it.  Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as well as the the police. Guidance will be followed with regards to the dismissal of the staff member.

**Parents & Visitors**

Parents or visitors who either arrive using a mobile phone or take a call on a mobile should not be let into the Club Edge designated rooms and wait in the entrance area. Visitors are signed into the Club and asked to leave their personal belongings and mobile phones in the office area if they have a planned visit.

**Children**

Children are not allowed to bring their mobile phones when attending our club. If a mobile phone is seen by a member of staff the child will be asked to turn their mobile on silent and it will be put inside our company safe until collection time. We do allow children with special educational needs to bring their tablet (Touch screen computing device) which the child will be able to use to access e-books or games.

**CAMERAS & CAPTURING  IMAGES**

Photographs taken for the purpose of participating in certain activities should remain on the designated I-pad camera until saved on file. They will be stored appropriately in our office over night to safeguard the children in our care.

* Only the designated club camera/ iPad are to be used to take any photo within the setting or on outings.
* Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
* All staff are responsible for the location of the camera; this should be placed within the lockable office when not in use.
* The camera must be locked away at the end of every session.
* Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
* Parental permission is obtained from the parent/carer on joining the setting to the use of photographs in the setting.

This policy is in place to protect and safeguard both children and staff.

This policy was reviewed 21.01.25 R Shuttleworth