



YOUNG PEOPLE MATTER CHARITY'S

Mobile Phone Policy

Dated: May 2016

**The Policy will be reviewed every three years
or in line with changes in government
legislation and updated guidance**

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Afterschool 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 afterschool 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 storage cupboard during working hours. If a member of staff needs to make an urgent personal call they can use the afterschool club phone or make a personal call from their mobile in the hall area.

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 afterschool club during working hours.

Please note that during the school holidays staff may need to be contracted if a senior member of staff cannot get hold of a team leader while on trips. Staff should not have their phones out or be using them other than for emergency purposes.

Cameras, Ipad, Xbox and other technology with Photo capability

Pictures should only be taken using YPM equipment, all pictures need to be backed up on YPM main computer which is locked and only staff has access to the pictures. Pictures should only be used for the purpose that it was taken.

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 afterschool club.

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

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 afterschool 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 afterschool club camera.

Related policies

See also: **Safeguarding Children policy.**

Last review; 25/05/2016

Next to be update; 25/05/2017