




## Mangotsfield Out of School Club Mobile Phone Policy

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| <b>Policy Author:</b>  | MOOSC Management Team   |
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| <b>Signed:</b>         |  |



## Mobile Phone Policy - MOOSC25.01

### **Purpose**

MOOSC fosters a culture of safety in which the children and staff are protected from abuse, harm, and distress. This policy set out the acceptable use of mobile phones for everyone; staff, children and parents.

This policy aims to:

- Protect children from harm and abuse;
- Prevent staff from being subject to false allegations;
- Help staff remain focused on the care of children; and
- Work in an open and transparent environment.

### **Club Mobile Phones**

The Club's website and parent self-service system contains up-to-date contact numbers for the Club.

In sessions, the Club will have its dedicated mobile phone available at all times and will be kept in a safe and secure place which is monitored by the Deputy Manager on site..

Mobile phones are not permitted within the Club other than the above and will not be given to the children to use at any time.

Committee members contact details are available on request to the Play Manager and will only be given out with their express approval.

### **Child Mobile Phone Use**

The Club understands that some children have mobile phones but the use of phones is actively discouraged at all times.

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, staff may take one using the Club approved photography devices to share with the parent/ carer on their behalf.

Children must not contact or message staff at any time using their own devices.

### **Visitors Mobile Phone Use**

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 a photograph of their child involved in a particular activity or play, staff may take one using the Club approved photography devices to share with the parent/ carer.

### **Related Policies**

1. Photography in the Workplace Policy
2. Privacy & Data Protection Policy
3. Safe Internet Use