



## Mobile Phone Policy

TJ's Club (Hampshire) Ltd 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

Personal mobile phones belonging to members of staff are not to be used during working hours.

If a member of staff needs to make an urgent personal call they can make a personal call from the club mobile phone away from the children, ideally outside or in another room.

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 Club owners. **Under no circumstances may staff use their personal mobile phones to take photographs at the club during working hours. Because the club phone is frequently used for taking photographs, its use is not permitted when accompanying children to the toilet areas.**

### Children's use of mobile phones

Whilst we understand that some children have mobile phones, we request they leave them at the office when the office staff are present, place them on the piano whilst in the hall or keep them in their school bag.

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 phones whilst at the club.**

### Visitors' use of mobile phones

In the interest of safeguarding 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 mobile and then this can be emailed to them.

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

This policy was adopted by: TJ's Club (Hampshire) Ltd	Date: 31 <sup>st</sup> October 2020
Signed: J Little	To be reviewed: October 2021

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4].*