

Fun 4U Club

22 Mobile Phone Policy

Principle

Fun 4U Club is committed to safeguarding the welfare of all children by protecting them against emotional harm and distress from cyber bullying and the misuse of multimedia technology. The welfare of the children in our care is of paramount importance.

Statement of intent

This policy is to ensure that children are never placed at risk whilst in the charge of our staff and also for staff to be vigilant about the use of mobile phones by other staff members, visitors and children alike.

Procedures

- There are to be **NO** personal mobile phones used within Fun 4U Club either by children, staff or visitors.
- All staff phones are to be turned off or kept in staff lockers and only removed after staff have finished their work shift.
- The facility phone is the only phone to be used for contact with parents.
- There are to be **NO** photographs taken by any mobile phones all photographs for displays and other purposes will be taken with the facility camera, and only with the authorization of manager who will in turn check that parental consent has been given by all parents.
- Personal mobile numbers should **never** be exchanged between staff and children.
- Children who wish to exchange personal numbers will **NOT** be permitted to do so whilst in our care. Should staff become aware of such happenings, they must report it **immediately** to management.
- Parents will be informed of this behaviour and made aware of the danger of children exchanging personal numbers at this young age.
- All contact is to be through management and parents via consented contact details.
- Should Staff need to be contacted, (in cases of a family emergency) they can be contacted on the facility phone number, which they should give to their next of kin.