



## Culham After School Club

### Policies and Procedures

#### **Mobile phones**

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**Culham After School Club is committed to ensuring the safety of children in its care. We recognise the importance of a club mobile phone for communication purposes, but are aware that casual or inappropriate use of mobile phones in the club could pose a risk to children.**

**This policy applies to all staff and volunteers, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.**

#### **Club phone**

The club will have its own mobile phone, and its number will be given to parents/carers and others who may need to contact the club. It may also be the publicly advertised number for the club, in the absence of a landline phone.

The mobile phone will have the facility to record messages, but will not have a camera facility.

The staff and owner will decide where it should be kept outside the club's opening hours.

The club phone will be taken on whole-group outings, in accordance with the Statutory Framework for the Early Years Foundation Stage, May 2008, which says: 'Providers should take essential records and equipment on outings, for example.....a mobile phone'.

#### **Staff personal mobile phones**

Staff will not carry personal mobile phones while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. Their phones will be kept in an agreed area in the club.

If staff have a break time during their working hours, they may use their mobile phones during these times, in an agreed area not used by children or away from the setting.

Where it is essential for staff to make a personal call during a session, they should, (with the agreement of the Playleader), make this in the agreed area not used by children.

Staff must give the club telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.



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#### **Children**

Children are not allowed to bring mobile phones into the club.

#### **Visitors and parents/carers**

The club will display a notice advising visitors and parents/carers that mobile phones are not to be used in the setting. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the setting.

#### **The club notes the following Ofsted advice**

'If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes they will consider drawing this to the attention of the manager, supervisor or registered provider. They will also consider if the staff member was meeting the needs of the children, when using the telephone, and consider the impact on inspection judgements, including setting an action.'

#### **Photographs**

It is recognised that one of the key ways to support children's development, and engage parents in children's learning, is through photographs that record their children's activities and achievements.

We will seek permission from parents/carers to take photographs of their children for this purpose, using the club's own camera.

Camera or video functions on mobile phones must not be used in the setting.

#### **Exceptional circumstances**

Sometimes it may be necessary to have more than one phone available for use in the setting. For example, where staff care for disabled children or young people and may need ready access to a phone to summon assistance in a crisis/emergency, or a small number of children are taken to another area of the school site. If the setting is unable to cater for this, its managing body will agree procedures on use of personal mobile phones for this purpose.

Reviewed August 2016