

Mobile Phone Policy

Quackers Out of School Clubs 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 kept in the Club Lockbox , failing this the BC/ASC Cupboard during working hours. In exceptional circumstances, the Club Manager may have their phone on their person if the club phone is not working, but this is only if express permission has been given by their line manager .

If a member of staff needs to make an urgent personal call they can use the clubs phone which does not have a camera. For newer phones which do have cameras, tamper sticker cover the camera lens. Should these stickers fail, this must be reported to the Area Manager immediately.

If a member of staff has a family emergency or similar and need to be contactable, then they should forward their phone to the club's mobile.

Under no circumstances may staff use their personal mobile phones to take photographs at the club.

Children's use of mobile phones

Whilst we understand that some children have mobile phones we do not allow their use within the club. Should a child have a mobile phone these must not be taken out during club 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.

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**.

Exceptions

Our Area Manager or Managing Director will from time to time be at club for various reasons. As Designated Safeguarding Officer they need to be contactable and for this reason they will have their phone on them. They will, however, not take any photos on their phone.