



Policy Title	Mobile Phone Policy
Policy Owner	Sarah Perryman
Status	Approved
Version Control	8
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Version Control

Version #	Date of review	Reviewer	Summary of changes
7	20/02/2024	Julia Harrison	Moved to new headed paper. Appendix added for No Mobile Phone Poster Paragraphs re-defined
8	04/03/2024	Julia Harrison	Paragraph added around use of mobiles to capture images and films.

1.0 **Introduction**

Mobile phones are used at our setting in an appropriate and safe manner. We recognise that this technology is an effective communication tool which we must ensure is managed effectively and safely.

Mobile phones are very important to have on outings and in the different areas that we supervise at Tarner.

The use of mobile phones is controlled to avoid disruption to the care of young people and to minimise the opportunities for any individual or group to put young people at potential risk of harm.

During working hours staff should focus solely on the safety and wellbeing of the young people in our care.

If there is misuse or incidents related to mobile phones it must be reported to the Manager/Senior youth worker who will take appropriate action. This could result in suspension or instant dismissal if gross misconduct is reported.

2.0 **Work Mobile Phones**

- The Manager and Senior Staff will have access to a work phone and these numbers will be given to parents/carers and others who may need to contact us. It may also be publicly advertised on policies, our leaflets and any correspondence as well as the landline number.
- Staff and trustees have decided that personal phones are kept in the office during our opening hours except the Manager's and the Seniors' work phones.

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3.0 Personal Mobile Phones

- Mobile phones must not interfere in any way with the quality of supervision and care we provide to children and young people. Casual or inappropriate use of mobile phones by staff may pose a risk if staff are not concentrating on caring for children and young people. Staff must not get distracted from their duties by texting and making personal calls during club sessions, **therefore personal mobile phones must not be used during working hours. They must be put away in the office during the session.**
- Personal phones should only be used in an emergency. Use must be very limited. This protects staff from allegations of inappropriate use and being distracted from their work.
- You must ask the Manager or Senior staff if you need to make an emergency call. They will monitor and observe staff to ensure phones are not used for non-essential purposes and that the needs of the children are being met.
- You must notify the Manager or Senior staff if you are expecting a call.
- Where it is essential for staff to make or receive a personal call during a session, they should, with the agreement of the Manager or Senior staff, make this in an agreed area not used by children.
- Personal phones **must not** be used to take photos or make videos of children (please refer to our Photography & video Policy and Allegations against staff Policy)

4.0 Exceptional circumstances

- It may be necessary to have more phones available at Tarner. If Tarner are unable to cater for this, the Manager/Senior staff or trustees will agree procedures on use of personal mobile phones for this purpose.

5.0 Recording of images and films of children and young people

At Tarner we believe that images of children are an important record of club's daily life. Any photos or videos taken of Tarner's children and young people will be done wherever possible using Tarner digital camera, which are stored in the yellow cabinet in the office. On occasion staff may use their work mobiles, however all photos and videos will then be saved onto SharePoint within 24 hours and then deleted from the phone.

We have a Photo and Video Policy and procedure for the use of images of children which is reinforced at any of Tarner's events. This procedure is reviewed annually by the designated members of staff with child protection responsibility and cross checked with the guidance on safeguarding children.

We collect parental permissions for taking and using photographic and video images of children when registration is completed.

6.0 Children's – Personal mobile phones & electronic gadgets

The following has been discussed with and agreed by the young people:

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- Young people are not allowed to take photos of staff, other park users and other young people with their mobile phones, tablet or DS's. Anyone found doing this will not be allowed to bring in their device again.
- Young people who have electronic devices must be advised and encouraged to use them in a safe and appropriate way.
- These ground rules will be shared, discussed and reviewed with young people, parents/carers and staff.

7.0 Visitors and parents/carers Mobile Phones & Gadgets

- Tarner will discourage visitors and parents/carers using their mobile phones in the setting as this too can pose a risk. If there is a need to use their phone, they will be politely asked to use it away from the setting/young people or in our office.
- Posters will be displayed in the entrance and play area reminding parents and visitors of the restrictions on mobile phone use on the premises. See Appendix 1.

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