

## **Wickersley Kids Club**

### **TELEPHONE CALLS/MOBILE PHONE/CAMERA/VIDEO RECORDER USAGE POLICY**

To ensure the safety and welfare of all the children in our care, we operate this policy which stipulates that mobile phones, cameras and video recorders belonging to all staff, visitors and parents, cannot be used in the children's centre.

We will ensure:

- Mobile phones will not be used in any area of the club, including the office and outdoor provision.
- All personal mobile phones will be kept in a safe and agreed store area, within the office during working hours.
- Mobile phones may only be used in an emergency on the school run to get in touch with other staff members.
- Photographs and recordings are only transferred to, and stored on the club computer to be viewed.

Children are not permitted to bring mobile phones into the club. If a child is found to have brought a mobile phone into the club, it will be kept in the clubs office until the end of the day.

If staff have a personal emergency, they can use the work phone.

All staff should ensure that they keep managers updated with any new telephone numbers and ensure that their families have the clubs contact number, in case of emergencies.

All telephone contact with parents must be done on the clubs phone. Staff must never store parents or children's contact numbers on their personal phones as this could cause inappropriate contact.

During group outings/residential visits, nominated staff will have access to the club phone which is to be used for emergency purposes only.

All staff are given notice of any children in their care whose photographs are not to be used in this way. This right will be honoured at all times and unless parental choice changes.