



Mobile Phone Policy

Let's Play 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 their bag, location reception or locked away in a safe location during working hours. Only the site supervisor is allowed access to their personal mobile telephone.

If a member of staff needs to make an urgent personal call, they can use the site telephone or make a personal call from their mobile, ensuring they are not in eyesight of the children.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Manager or **Let's Play** Director.

Under no circumstances may staff use their personal mobile phones to take photographs at the session during working hours.

Children's use of mobile phones

Whilst we understand that some children have mobile phones, we strictly do not allow these to be used during our sessions for the safety of the other children.

Let's Play does not accept any responsibility for loss or damage to mobile phones brought to any session by the children.

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 our premises. Taking of photographs by parents or visitors is **strictly prohibited**. If a parent would like to have a photograph of their child involved in an activity or at play, they can ask a member of staff to take one using a **Let's Play** camera.

Related policies

See also: **Safeguarding Children policy**.

This policy was adopted by: Robert McBride	Date: 7 th November 2024
To be reviewed: 7 th November 2025	Signed: R.McBride

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4]*.