



## **Policy ... Mobile Phones**

Newby Fun Factory 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 staff stock cupboards during working hours.

If a member of staff needs to make an urgent personal call they can call from their mobile in the stock cupboard or outside the building, off the premises. 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 team leader. Under no circumstances may staff use their personal mobile phones to take photographs at the club during working hours.

### **Children & their use of mobile phones**

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the setting.

Newby Fun Factory 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 in the setting. If they want a photograph of a particular activity they can ask a member of staff to take one using the Fun Factory's camera.

### **Visitors' use of mobile phones**

Parents and all other visitors must not use their mobile phone, or any other device to take Photographs within the setting. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the Fun Factory's camera.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:  
*Safeguarding and Welfare requirements: Child Protection [3.4].*

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