



# ClubsComplete

Opening a world of **opportunities** to  
**children and young people**

## **Mobile Phone Policy**

ClubsComplete™ 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 a clear plastic box during working hours. The manager may use the setting mobile phone to make calls to parents/guardians, our HQ or in the event of an emergency

If a member of staff needs to make an urgent personal call, they can use the setting phone. If a member of staff has a family emergency or similar they may give out the setting number with prior permission that must be sought from the Manager or Deputy.

Under no circumstances may staff use their personal mobile phones to take photographs at the club or for any other reason. The manager will be responsible for photographs that will only be taken of children with their parents’ permission on the setting phone.

Children nor visitors may use their mobile phones to take photographs at the club.

### **Children’s use of mobile phones**

Children are not permitted to bring their mobile phones to any session. If parents send their child’s phone in their bag they will not be permitted to use it during the club and ClubsComplete™ accept no responsibility for personal belongings brought to 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 and their phones must also be placed in the mobile phone box. Photographs taken by parents or visitors are 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 the club camera.

### **Related policies**

See our Safeguarding Policy

**LAST REVIEWED DATE: 23rd August 2021**

**NEXT REVIEW DATE: 3<sup>rd</sup> January 2022**