

The Den



Mobile Phone Policy

The Den 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 Den'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 kitchen and staff toilet during working hours.

If a member of staff needs to make an urgent personal call, they can use The Den phone or make a personal call from their mobile in the kitchen or outside the front of the building.

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 Deputy.

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

The Den does not accept any responsibility for loss or damage to mobile phones brought to The Den by Staff.

Children's use of mobile phones

Whilst we understand that some children have mobile phones, the children will not be allowed to use them in The Den. If it is required for the child to contact their parent or carer The Den phone will be used.

The Den does not accept any responsibility for loss or damage to mobile phones brought to The Den by the children.

Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity, they can ask a member of staff to take one using The Den phone.

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 Den. 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 Den phone.

Related policies

See also: **Safeguarding Children policy.**

This policy was adopted by: The Den	Date: May 2023
To be reviewed: June 2024	Signed: Pauline Barritt Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (20121)*:
Safeguarding and Welfare requirements: Child Protection [3.4].
Also complies with Keeping Children Safe in Education (2022)