Mistley Kids Club   
Mobile Phone & Camera Policy

It is a welfare requirement for the Early Years Foundation Stage to have a mobile phone and camera policy.

The Children Act 2004 and the Working Together To Safeguard Children 2018 obligates each provision to ensure they safeguard and promote the welfare of children. Camera phones in particular are seen as a potential risk of inappropriate photographs being taken.

We have reviewed the way mobile phones are being used within our child care setting. Therefore, we have decided to improve our practice by limiting the use of Mobile Phones for all staff and children.

Staff mobile phones (apart from named members of staff) should put their mobiles in the mobile phone tin which is kept locked at the desk. Staff may use their phones during their designated breaks at the main desk.

**Staff who are allowed access to their personal mobile phones are members of the management team and the SENCO. It is not permissible for staff to routinely make or receive personal calls or texts on their own mobiles in work time, unless it is an emergency. The Kids Club phone number can be given to family members to contact staff in an emergency situation.**

Children are not permitted to use mobile phones or cameras at kids club. These will be left in the locked tin at the desk until the child leaves kids club.

Accordingly, staff should not use mobile telephones whilst driving, head sets are acceptable.

Staff mobile phones should never be used for recording or photography.

No staff member is permitted to have any child registered with Mistley Kids club as a friend or associate on any personal social networking site or page.

Visitors in club will be asked respectfully to put their mobile device on silent mode and refrain from using their phone in club setting.

It is illegal to use hand held mobile phones while driving and employees are forbidden to do so. Please note that ‘driving’ is taken to include waiting at traffic lights, sitting in traffic queues etc. If an incoming call is received whilst driving employees should let the phone ring and return the call when parked legally and safely. Under no circumstances are employees permitted to make outgoing mobile phone calls whilst driving. Please check the guidelines from the department of transport: -

*Using a mobile device while driving will incur a fixed penalty notice of £200 and six penalty points. If you have held your licence less than 2 years, you will automatically lose your licence. Drivers still risk prosecution (for failure**to have proper control) if they use hands-free phones when driving.*

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