

Smartkidz Play and Learn 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

The club manager will have their mobile phone on them as to make them contactable from other Smartkidz Play and Learn settings.

Personal mobile phones belonging to members of staff are put away during opening hours.

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 Playleader.

If a member of staff needs to make an urgent personal call, they can use the club phone or make a personal call from their mobile in a nearby room, away from children.

Under no circumstances may staff use their personal mobile phones to take photographs in club during working hours.

Children's use of mobile phones

Whilst we understand that some children have mobile phones, we do not allow them to use their phones within the club. If children bring their phone into club, we will look after their phone until they leave.

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

Visitors' use of mobile phones

Parents and all other visitors must not use their mobile phones within the vicinity where children are present. This includes taking photographs of their own children while in the club. 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 a picture using the club camera or this can be taken on their personal phone with a member of staff present and no other child in the picture.

Camera and other devices

Any devices including Nintendo DS, Leapfrog cameras or other appliances that have a camera are not allowed to be brought into Smartkidz Play and Learn during opening hours.

This policy was adopted by: Smartkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020
To be reviewed: 14/08/2021	Signed: 