



MOBILE PHONE POLICY

The use of mobile phones or any other recording/image devices are strictly forbidden whilst on these premises (see exception below). Mobile phones/recording devices should be turned off and placed on the main desk for safekeeping during the session to be returned when the child is collected at the end of their session.

Staff are to ensure their mobile devices are turned off and locked away in our lockable cabinet. We do not take any responsibility for left, damage or other occurrence caused by any such item being in our premises/in our care.

This policy applies to all staff and parent devices also.

Exceptions

An exception will be made in respect of the settings camera, but this must at all times remain in the area where the children are playing. This must be locked away in our lockable cabinet for safe storage/child protection.

The business mobile is to be used and can stay within the areas of play to be used for taking and receiving calls/texts. The Manager is permitted an additional mobile phone (to remain in full view) to be used as a back-up phone.

The children have access to recording equipment by way of a video recorder, this can be used freely in the play-room, to be used under staff supervision.

This policy was adopted by: Hopscotch Kids Club	Date:
To be reviewed: September 2019	Signed: