

Mobile Phone Policy



HOPS 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, volunteers, children and parents. Abiding by the terms of HOPS 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 Office/ staff room, during working hours.

Personal mobile phones belonging to volunteers or visitors are secured in the appropriate lockers, during session hours.

If a member of staff needs to make an urgent personal call they can use HOPS phone or make a personal call from their mobile in the Office.

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 Team Leader or Deputy.

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

Children's use of mobile phones

Whilst we understand that some children have mobile phones, we actively discourage them from bringing their phones to HOPS.

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

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

Visitors' use of mobile phones

Parents and all other visitors must not use their mobile phone – or any other device - to take photographs within HOPS. 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 HOPS camera.

Related policies

See also: **Safeguarding Children policy**

This policy was adopted by: HOPS	Date March 2018
To be reviewed annually	Signed: 