



## **Kool Kids Club**

### **Mobile Phone Policy**

Personal mobile phones and tablets must not be used during working hours.

Staff must be completely attentive during their hours of work to ensure that all the children at Kool Kids receive the high quality of care that the club strives to provide.

Staff must adhere to the following:

- Mobile phones must be stored safely in the kitchen at all times during the hours of the working day and must be turned to 'silent'.
- Mobile phones must only be used on a designated break and this must be away from the children.
- Staff must not walk through rooms with their mobile phones in their hands where children are present, even if they are off duty.
- During outings, staff will use mobile phones belonging to the club. Staff may take their personal phones with them on outings, but they must only be used in case of emergency (e.g. if the club mobile does not have sufficient signal strength).
- Photographs must not be taken of the children on any phones, either personal or club owned.

If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

### **Parents and visitors use of mobile phones**

Parents and visitors must not use their mobile telephones whilst in the club, except for emergency situations, including when collecting or dropping off their children. Parents and Visitors will not be admitted if they are using their mobile phone on arrival. The mobile phone use sign must always be put up on the door where parents are admitted to the club.



This policy was adopted at a meeting of	Kool Kids Club
Held in:	April 2024
To be reviewed in:	April 2025
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager                      Deputy Manager