

## MOBILE PHONE POLICY

### INCLUDES:

- SOCIAL MEDIA
- INTERNET

Roundabout 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:

Personal mobile phones belonging to members of staff are to be switched off and stored in their locker during working hours.

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 having received permission to leave the premises to do so.

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 Deputy.

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

### **CHILDREN'S USE OF MOBILE PHONES:**

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones into the club. Roundabout will encourage any phone to be handed to staff so it can be kept safe until a parent/carer comes to collect.

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

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

### **VISITORS' USE OF MOBILE PHONES:**

Parents and all other visitors must not use their mobile phones whilst in the club – or use any other device - to take photographs within the club. 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 the club camera.

### **SOCIAL MEDIA:**

Roundabout recognises that many staff enjoy networking with friends and family via social media. However, we must balance this against our duty to maintain the confidentiality of children and parents/carers attending our club, as well as ensuring that our good reputation is upheld. Staff must remember that they are ambassadors for our club both within and outside of working hours and are expected to conduct themselves accordingly when using social media sites.

This policy covers (but is not limited to) social media platforms such as:

- Twitter
- Facebook
- YouTube
- Tumblr
- Personal blogs and websites
- Online forums

## **SOCIAL MEDIA RULES:**

When using social media sites, staff must not:

- Post anything that could damage Roundabouts reputation.
- Post anything that could offend other members of staff, parents/carers or children using the club.
- Publish any photographs or material that could identify the children attending the club.
- Accept invitations from parents/carers to connect via social media (e.g. friend requests on Facebook) unless they already know the parent/carer in a private capacity.
- Discuss with parents/carers any issues relating to their child or Roundabout. Instead invite the parent/carer to raise the issue when they are next in the club, or to contact the Manager/Deputy if the matter is urgent.

## **INTERNET:**

When using the internet in any context it is wise to bear in mind the following points:

- No information published via the internet is ever totally secure; if you don't want information to become public then **do not** post it online.
- Once an image or information is in the public domain, it is potentially there forever – Google never forgets!!

Roundabout will only permit the use of Round Hill School software on the premises.

See also Roundabouts Safeguarding policy.

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4].