



Mobile Phones at Holiday Club Policy

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1. PURPOSE OF THE POLICY

1.1 This policy has been prepared to ensure that all who work for or who engage with Xplore! Nature Holiday Club have a clear understanding of the acceptable use of mobile phones.

1.2 Xplore! Nature Holiday Club fosters a 'culture of safety' in which children are protected from harm, abuse, 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.

1.3 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.

1.4 'Staff' is used throughout the document as a generic term to encompass contracted, casual and sub-contracted workers employed by NWS.

1.5 'Mobile phone' is used throughout the document as a generic term to encompass all mobile devices.

2. STAFF USE OF MOBILE PHONES

2.1 Due to the nature of the site and its location, staff are permitted to carry mobile phones to ensure communication in case of emergency.

2.2 Staff should not use mobile phones for regular communication between the team during sessions and should use the radio provided instead, unless trying to contact the Responsible Person in the office and are outside the radio range.

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

2.4 We understand that staff have responsibilities outside of work, therefore if they need to make or receive urgent calls, they must let the Person in Charge know and step away from the group.

3. CHILDREN'S USE OF MOBILE PHONES

3.1 Whilst we understand that some children have mobile phones, we actively discourage them from using their phones within the club.

3.2 If a child does bring their phone we ask that it remain in their bag at all times during the session.

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

3.4 Children must not use their mobile phone to access the internet whilst at the club.

3.5 Children must not use their mobile phone to take photographs of any kind whilst at the club.

4. VISITORS' USE OF MOBILE PHONES

4.1 In the interest of safeguarding, we ask all parents and visitors not to use their phones or other mobile devices on club premises.

4.2 Taking of photographs by parents or visitors is strictly prohibited.

4.3 Staff will periodically take photographs of the children for whom consent has been obtained and activities using the designated camera. If parents wish to see photographs of their child(ren) they can ask the staff.

5. MEDICAL EXEMPTIONS TO THE USE OF MOBILE PHONES

5.1 Where a mobile phone is required as part of the management of a medical condition, the parents/guardians must inform the setting through inclusion on the medical consent form.

5.2 Children who need a mobile phone for medical purposes shall be permitted to bring and use their phone in accordance with instructions provided by the parents/guardians.

5.3 Where a mobile phone must be carried on the child's person, we strongly advise they are carried in a secure bag to prevent loss.

5.4 Where a mobile phone is used as medical equipment, we strongly advise that the parents/guardians have a means of tracking in place to enable recovery should the phone be lost at the setting.