

Twilight Hours Out of School Club

Mobile Phone and Camera Policy

Mobile Phones

During working hours staff should focus solely on the safety and well-being of the children in our care. Mobile phones can cause distraction and therefore the following guidelines should be followed:-

- Twilight allows staff to bring in personal mobile phones but these must be stored away from the children.
- Personal mobile phones should not be used to contact Twilight parents except in extreme circumstances.
- During lunch breaks, staff may use their personal mobiles away from the children.
- If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in a separate room.
- Staff need to make their families, children's' schools etc. aware of the Twilight Phone Number for use in an emergency. This is their own responsibility.
- During outings staff will have access to the setting mobile phone for use in emergencies. When staff need to be contacted during working hours perhaps during outings, a nominated member of staff may be contacted on their personal mobile.
- Under no circumstances should staff use their personal mobile phones to photograph children whilst at work.
- Children with mobile phone should keep them in their bags away from the other children. Twilight Hours cannot accept responsibility for children's phones lost during a session at Twilight.

Cameras

It is essential that photographs are taken and stored appropriately to safeguard the children in our care. Only the designated Twilight cameras should be used to take pictures.

Activities photographed for display must not show children's faces.

The Twilight camera should be kept locked in the filing cabinet when not in use.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

This policy was adopted by: Twilight Hours ASC	Date:	Policy No: MPC 002
To be reviewed:	Signed:	
Policy Name: Mobile Phone & Camera Policy	Signed:	