



MOBILE PHONE POLICY

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| Author | Karen Double |
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Mobile Phone Policy

LEAPS Suffolk fosters a 'culture of safety' in which the all attendees, volunteers 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, attendees and parents.

Abiding by the terms of the club's mobile phone policy ensures that we all:

- Protect attendees from harm and abuse
- Prevent staff and volunteers from being subject to false allegations
- Help staff and volunteers remain focused on the care of the attendees
- Work in an open and transparent environment.

Staff use of mobile phones

Personal mobile phones belonging to members of staff and volunteers must be kept locked away during working hours. If a member of staff or volunteer needs to make an urgent personal call, they can use the club phone or make a personal call from their mobile in an area away from the attendees. The member of staff or volunteer must ask permission before leaving the area.

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 the person in charge

Under no circumstances may staff or volunteers use their personal mobile phones to take photographs at the club or any Out, Not In! activity during working hours. The work phone and the work camera is available to use for taking any photographs during a session as is the work camera.

Attendee's use of mobile phones

Whilst we understand that some attendees have mobile phones, we actively discourage them from using their phones within the club. The club does not accept any responsibility for loss or damage to mobile phones brought to the club by attendees. Attendees 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 phone – or any other device - to take photographs within the club or on the club premises, such as the car park. 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. This will be forwarded to parents by the manager.