**KNIGHTWOOD KIDS CLUB**

**Ofsted Registration Number 110551**

**Charity Number 1081786**

**MOBILE PHONE POLICY**

**Knightwood Kids Club regards the safety of its children as paramount. The club aims to provide a safe and secure environment for children, their families and staff, and in doing so, implements the provisions of the Mobile Phone Policy.**

**The club shares its Mobile Phone Policy with all staff, students and volunteers during their induction, and parents/carers are informed of the contents of the Policy. A notice is also situated on the Managers desk reminding parents not to use their phones whilst at the club.**

**MOBILE PHONES**

* **Members of staff, students and volunteers are advised to not use their mobile phones unless it is an emergency, during their induction.**
* **If a staff member has to make a telephone call, they must seek permission from the Manager/Deputy, remove themselves from the session after ensuring the children they are with are being supervised by another member of staff, then return to the session as soon as possible.**
* **In case of emergencies, the club’s telephone should be the first point of call.**
* **The club believes that the use of mobile phones would take the adult out of ratio and the focus would not be on the care of the child. But if for any reason a private mobile has to be used during a session and the staff member cannot remove themselves from a session at Knightwood Kids Club the telephone call must be in full vision of another member of staff.**

**2**

**MOBILE PHONE POLICY CONTINUED ..**

* **Staff, students and volunteers should not, under any circumstances, use their mobile phone to take pictures.**
* **The club’s mobile phone is the only phone to be used frequently as it is the main contact for parents to the club, and for the club to the**

**parents, it is also used for outside agencies and course bookings as**

**well as food shopping for the club and any other business a phone**

**is needed for.**

**LEGAL FRAMEWORK**

* **Children Act 1989**
* **Protection of Children Act 1999**
* **Data Protection Act 2018**
* **The Children Act (Every Child Matters) 2004**
* **Safeguarding Vulnerable Groups Act 2006**

**Further Guidance**

* [**www.4children.org.uk**](http://www.4children.org.uk)
* **Working together to Safeguard Children (revised HMG 2006**
* **What to do if you’re worried a child is being abused (HMG 2006)**

**Policy start Date 1st September 2000**

**Date Reviewed September 2011**

**Date Reviewed September 2014**

**Reviewed September 2016**

**Reviewed September 2018**

**Reviewed October 2019**

**Reviewed September 2020**

**Reviewed Januaryn2024**