



Rush Common Before and After School Club Professional Practice Documents ("PPD") for Mobile Phones

Our Club is committed to ensuring the safety of children in its care. We recognise the importance of a club mobile phone for communication purposes, but are aware that casual or inappropriate use of mobile phones in the club could pose a risk to children.

This policy applies to all staff and volunteers and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

1) Club phone

- 1.1 The club will have its own mobile phone and its number will be given to parents/carers and others who may need to contact the club. It may also be the publicly advertised number for the club, in the absence of a landline phone.
- 1.2 The mobile will have the facility to receive texts and incoming calls.
- 1.3 The staff and committee will decide where it should be kept outside of the club's opening hours.

2) Staff personal mobile phones

- 2.1 Staff will not carry personal mobiles while working. This protects staff from being distracted from their work and from allegations of inappropriate use. Their phones will be kept in an agreed area in the club.
- 2.2 Where it is essential for staff to make a personal call during a session, they should (with the agreement of the Manager) make this call in the agreed area not used by children.
- 2.3 Staff must give the club telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.

3) Children

Children are not allowed to bring mobile phones into the club, unless given prior permission. Then they will keep it switched off and in the BASC Managers drawer.

4) Visitors and parents/carers

The club will display a notice advising visitors and parents/carers that mobile phones are not to be used in the setting. If a visitor or parent/carer is seen using their mobile phone, they will be asked to use it away from the setting.

5) Photographs

Cameras or video functions on personal mobile phones must not be used in the setting.

6) Exceptional circumstances

Sometimes it may be necessary to have more than one phone available for use in the setting. For example, where staff care for disabled children or young people and may need ready access to a phone to summon assistance in a crisis/emergency or a small number of children are taken to another area of the school site. If the setting is unable to cater for this, its managing body will agree procedures on use of personal mobile phones for this purpose.

Review of this PPD

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The Leadership Team reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the Leadership Team October 2025

Signed: *Kristen Fawcett*

(Headteacher)

Review Date: October 2028