

## **Weddington Primary Out of Hours Club**

### **Handheld Device Policy – including mobile phones**

This policy sets out what is 'acceptable' and 'unacceptable' use of mobile phone and handheld devices by the whole Out of Hours Community (students, staff and visitors) while they are in the setting or carrying out activities away from the school. This applies to all individuals who have access to personal and/or work-related handheld devices within the setting. It includes children and young people, parents and carers, practitioners, managers, volunteers, students, governors, visitors and contractors, and any other visitors into the setting.

It is to be recognised that it is the enhanced functions of many handheld devices that will give the most cause for concern; and which should be considered the most susceptible to potential misuse. Examples of misuse include the taking and distribution of indecent images, exploitation and bullying. It must be understood that should handheld devices be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality.

Mobile phones and handheld devices can also cause an unnecessary distraction during the working day.

The purpose of this policy is to prevent unacceptable use of mobile phones, camera-phones and other handheld devices by those accessing the Out of Hours setting, and thereby to protect the staff and children from undesirable materials, filming, intimidation or harassment.

- In an emergency, with the Manager's permission, staff may use their mobile phone away from the setting where children are not present but should not be used in the toilet area.
- Mobile phones brought into the setting are entirely at the staff member, student's and parents' or visitors own risk. The setting accepts no responsibility for the loss, theft or damage of any phone or handheld device brought into the setting. All mobile phones should not be on the person but should be locked away in the lockers provided in the setting.
- The recording, taking and sharing of images, video and audio on any mobile phone is to be strictly prohibited.
- In an emergency where staff members need to be contacted during the opening times of the setting, they should do so only through the Out of Hours phone. On receiving the call, they may then access their own mobile phone to continue with the call but must do so away from the any children and must inform the Manager in order for their area to be covered by another member of staff.
- For further information, staff should consult with the Manager/Deputy for clarification of terms of use.

Policy dated: April 2024

Policy Reviewed: April 2025

