



## Mobile Phone Policy

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## Mobile Phone Policy

To ensure the safety and welfare of children in our care we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be kept on a person or used when in the presence of children, on the premises or when on outings. This includes the mobile phones of staff, visitors and parents who wish to stay for significant periods of time within the setting.

To ensure this we will make sure that:

- The use of unsanctioned mobile telephones or other electronic devices is not permitted whilst on site or while working in a paid or voluntary capacity for Autism Bedfordshire.
- All mobile phones will be kept in a secure place throughout contact time with children and be returned to the owner at the end of the session by the Team Leader.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time in a suitable location where children are not present.
- In the case of a personal emergency, family or other significant persons may call you on an agreed telephone number at the location. It is the responsibility of staff members to make their families aware of the telephone number to be used in an emergency.
- During group outings nominated staff will have access to a mobile phone which is to be used for emergency purposes only. Contact details of families will not be stored on this phone. If possible a phone without a camera or video function will be used.
- It is considered gross misconduct for staff and/or volunteers to use or to be in the possession of unsanctioned mobile telephones or other electronic devices whilst on site or while working in a paid or voluntary capacity for Autism Bedfordshire.