

Mobile Phone Policy

Reviewed February 2021

To ensure the safety and welfare of children in our care we operate a personal usage mobile phone policy, which stipulates that personal mobiles **cannot** be used when in the presence of children, except in the case of an emergency on an outing.

**We ensure this by:**

• Ensuring all mobile phones are kept in staff lockers or designated areas of the staff members working room throughout contact time with children

• Mobile phone calls are only be taken or made at staff break times, within staff designated areas or off-site

 • In an emergency staff members are able to use Free Rangers landline by dialling 9 to get an outside line

• Staff members ensure management have up to date contact information, and that staff members inform family members of the emergency contact telephone number. This is the responsibility of individual staff.

• During group outings a nominated staff member will have access to a mobile phone, these are to be used to contact Free Rangers of whereabouts, timings and in the case of an emergency

• Covid -19 exception: During times of Covid-19 lockdowns paperwork time and communication with families is different due to working in bubbles and restrictions on site. During this time, some staff members may use their mobile phones to update the wild space network and tapestry.

It is the duty of the room lead to inform management of the phones in use and images must be deleted weekly with a witness.