



## **Mobile Phone Policy**

Whenever we say parents in this document, we mean parents and carers, and whenever we say child, we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with special educational needs and disability (SEND)). Whenever we say Staff, we include all paid employees as well as any volunteers.

### **1. Purpose**

To ensure the safety of all children using the services both provided by The Dame Vera Lynn Children's Charity ("the Charity") and those using the Charity's premises. This policy has been written following the guidance from West Sussex Early Years and Childcare Services.

### **2. Sessions**

The Charity understands the importance of effectively managing the use of mobile phones in our premises to minimise the potential misuse. During all sessions, parents/carers are asked to participate fully in session and therefore are asked to leave their mobile phone in bags or on the side. The use of mobile phones is not permitted by parents/carers or any member of staff or any visitor during any session.

In order to capture evidence of progress or to demonstrate a particular technique, the Charity does use its own digital cameras and iPads to record video, sound and photographic evidence during sessions. The Charity's digital cameras and iPads are stored securely in a locked cabinet once each session is complete, and the iPads are all password protected. All images, videos and sound recordings are stored securely on the Charity's cloud-based server and backed up nightly. Access to this server is login driven and strictly limited to staff only. All images, videos and audio recordings will be kept in accordance with each family's express wishes, as per the Data Protection Declaration Form which each family must complete prior to registering the early intervention service.

During the induction process for all staff members, volunteers and families, it is explained that the use of personal mobile phones is not permitted at any time during sessions, and is only permitted during their breaks away from children. If a parent/carer wishes to film a particular activity/exercise that their child is doing, this should be arranged via the Head of Centre who can film and then share with the parent/carer. Staff may not use their own mobile phones to film or take photos of children but use either the iPads or digital cameras that belong to the Charity.



Signed.....

Staff are also made aware that their personal mobiles should not contain any inappropriate or illegal content. This is to ensure the safeguarding of children and also to protect adults from putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations.

### **3. Outings or Sessions Outside of the Charity's Premises**

Should the Charity organise an outing or have an event or session for families outside of the Charity's premises, then staff mobiles will be taken on these outings but carried in a bag safely, and only accessed in an emergency.

### **4. Work mobile phone**

Both the Head of Centre and Outreach worker have been issued with Charity mobile phones, these are to be used exclusively for the work of the Charity. The Head of Centre and Outreach Worker are responsible for ensuring that the phones are charged and carried with them during working hours, and that they are kept safe. Should they be damaged or misplaced this should be reported to the executive manager as soon as possible. Recording of children can be made of these phones, providing it is in line with the above arrangement and the consent of the parent. This should then be transfer to the server in the agreed way.

