

SHIRLEY CHILDREN'S CENTRE MOBILE PHONE POLICY

This policy links to the following:

- Social Networking Policy
- Digital Photography Statement
- Safeguarding Statement
- Home Visiting and Lone Working Policy

Document control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2014	Eyullahemaye Henry-Miller	Agreed by governing body	October 2015
2	October 2015	Eyuallahmaye Henry-Miller	Review	October 2016
3	October 2016	Eyullahamaye Henry-Miller	Review	October 2017
4	October 2017	Yvonne Charalambous	Review	October 2018
5	October 2018	Nicky Cook & Katie Coomber	Review	October 2019
6	November 2019	Katie Coomber	Reviewed	November 2020

Policy on Mobile Phones

At Shirley Children's Centre we aim to provide a simple and safe environment for learning and communication for all our children, staff, families and visitors. In order to achieve this, the following policy should be adopted at all times.

- Mobile phones are to be switched off or put on silent at all times when in meetings and when activity lead sessions are being delivered in the children's centre or any of it's outreach venues.
- Centre users are required to switch off mobile phones or put on silent whilst on the centre premises.
- At no time should photographs be taken of children on mobile phones, even if it is the users own child for safeguarding reasons.
- For safety and security, family support workers will be issued with a work mobile phone by Shirley Children's Centre in order to ensure effective communication at all times whilst working away from the centre.
- Issued mobile phones remain the property of Shirley Children's Centre and are to be used for business use only.
- Issued mobile phones must have a security lock accessible only by a pattern swipe or PIN number.
- In order to give families full support whilst home visiting, please ensure mobile phones are on silent
- Family Support workers must keep their mobile phones to hand whilst visiting families and be easily contactable in an emergency
- Reasonable care needs to be taken for the security of the phone and precaution taken for storing families contact numbers.
- All information stored on mobile phones must be accurate and when texting families, any messages need to be in a professional context.
- This policy needs to be read in conjunction with the policies stated on the front of this document.

For further information please contact:

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It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed/trained and up-to-date with procedures, the centre can avoid the need for complaints. However, the Children's Centre Manager is the first point of contact should any queries arise over this policy and its related procedures.

Policy Endorsement

This policy is agreed and signed by the governing body of Forest Academy School