



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

Mobile Telephone Policy

In light of recent events in regards to safeguarding children and the use of mobile telephones within the settings, Xtra Time Kidz Club and 1st Touch Coaching has put the following procedures into place:

All staff must ensure that their mobile telephones are left in the locked cupboard during working hours. Coaches are to keep their phones in their 1st Aid kits, in case of emergencies. The phones can only be retrieved in such cases of emergency or at the end of session when all the children have left.

All staff that take their mobile telephones on school collections or during a coaching session are only permitted to use the telephone only if an emergency situation arises.

During working hours, the 'allocated' work mobile telephone can only be used for off site sessions in case of emergencies and can be used for telephone calls only.

Any evidence of any photography or other activity apart from emergency calls taking place using this handset will result in a disciplinary.

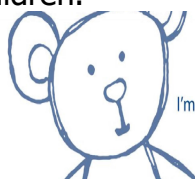
Staff are encouraged to give Xtra Time Kidz Club or 1st Touch Coaching telephone numbers to family or next of kin, in case of an emergency.

All cameras in the centre, including those on staff mobile telephones, can be subject to scrutiny at any time by the Xtra Time manager.

Any staff member, Coach, volunteer or student found to be non-compliant with this policy, will face disciplinary action.

Children with mobile telephones or any other photo taking device will be asked to give it to a member of staff so it can be put in the locked cupboard or kept within the School until their parents have come to collect them.

We provide a 'No Mobile Phone' free zone which includes parents that are dropping off or that are collecting their children.



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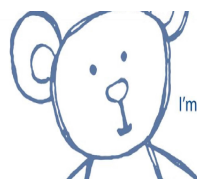
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Sept 2025 - To be reviewed in Sept 2026



| Childcare | Breakfast Clubs | Lunch Clubs | PPA Cover | After School Clubs | Holiday
Camps |

Only Xtra Time Kidz Club's camera will be used for photos, then kept in a locked cupboard. Photos will be deleted from the camera, once they have been printed.



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