



Mobile Phone Policy

Policy Statement

The purpose of this policy is to ensure a safe, secure, and focused environment for all children attending Pavilion. The use of mobile phones and other personal electronic devices can pose potential safeguarding risks and may distract from our activities. This policy outlines the expectations and procedures regarding mobile phone use for children, staff, and visitors.

1. Children's Use of Mobile Phones

- Children are not permitted to use mobile phones or personal electronic devices during the provision's hours.
- If a child brings a phone for use before or after the provision's hours, it must be switched off and stored securely in the designated box during opening times.
- The club will not take responsibility for any loss or damage to personal devices brought to Pavilion.

2. Staff Use of Mobile Phones

- Staff are not permitted to use personal mobile phones in the presence of children unless it is an emergency. However, staff are permitted to carry their personal phone whilst collecting children from school and must only be used should the need to call a parent regarding collection arise.
- Personal phones should be kept on silent and stored away during working hours.
- Phones may only be used in the staff room or designated break area.

- Club-issued phones may be used for club business and emergencies only.

3. Visitor Use of Mobile Phones

- Visitors (including parents) are not allowed to use mobile phones in areas where children are present.
- If phone use is necessary, visitors must be directed to a private area away from children.

4. Photographs and Videos

- Mobile phones must not be used to take photographs or videos of children under any circumstances.
- Only Pavilion-owned devices may be used to take photos for documentation or promotional purposes, with proper consent.

5. Breaches of Policy

- If a child is found using a mobile phone, the phone will be confiscated and returned to the parent/guardian at pick-up.
- Repeated breaches may result in further action in line with the provision's behavior policy.
- Staff in breach of this policy may face disciplinary action.

This policy was adopted in January 2025

It will be reviewed annually or as required

Last updated: 13.11.25

Signed by Chair of Trustees:



Signed by Operations Manager:

