

# Policies and Procedures



## Mobile Phone Policy

**Revised:** 23 July 2018

**Review Period:** 24 months

**Applies To:** All our activities

**The Man In The Moon cultivates a ‘culture of safety’ in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: Crew Members, children and parents.**

Abiding by the terms of The Man In The Moon’s mobile phone policy ensures that we all:

- ◆ Protect children from harm and abuse
- ◆ Prevent staff from being subject to false allegations
- ◆ Help staff remain focused on the care of children
- ◆ Work in an open and transparent environment.

### Staff Use of Mobile Phones

Personal mobile phones belonging to Crew Members are kept in the Crew Room during working hours.

If a Crew Member needs to make an urgent personal call they can use The Man In The Moon phone or make a personal call from their mobile in the Crew Room.

If a Crew Member has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from Paul Branch.

Under no circumstances may Crew Members use their personal mobile phones to take photographs at our activities during working hours.

### Children’s Use of Mobile Phones

Whilst we understand that some children have mobile phones, we actively discourage them from using their phones during our activities.

The Man In The Moon does not accept any responsibility for loss or damage to mobile phones brought to our activities by the children.

Children must not use their mobile phone to take photographs of any kind whilst at our activities. If they want a photograph of a particular activity they can ask a Crew Member to take one using The Man In The Moon’s camera.

### Visitors’ Use of Mobile Phones

In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices on the premises. Taking of photographs by parents or visitors is strictly prohibited. If a parent would like to have a photograph of their child involved in an activity or at play, they can ask a Crew Member to take one using The Man In The Moon’s camera.

### Related Policies

Safeguarding Policy