

Inverbrothock Out of School Care Club

Charity Number: SC030097

Mobile phone policy

At Inverbrothock Out of School Care Club no staff member is permitted to use their mobile phone during working hours. In this policy there are clear guidelines that must be followed; if these guidelines are not followed then disciplinary action will be taken.

- All mobile phones will be kept in staff's own bag and kept in the cupboard when they are on duty.
- Mobile phones must be put on silent when stored in the cupboard.
- Only in emergency situations will staff be allowed to have their mobile phones with them whilst they are on duty.
- If someone needs to get a hold of staff during their working hours, they should call the club phone where they will get to talk to that staff member.
- Parents should not use their mobile whilst collecting their child/ren.

Children using mobile phones

Children will not be permitted to use their mobile phone whilst in the club. The children should keep phones in their bags, or they can ask for them to be stored in the club office.

Children will be given an explanation of why they are not allowed to use their phone within the club.

Mobile phones now take photos and videos and children can access social media on these devices. To protect all children within the club children will not be allowed to use these devices

If you wish your mobile phone to be locked away, then please ask the manager who will arrange this for you.

The above policy is approved and hereby adopted by the IOOSCC Committee

Updated July 2025.