



BARNFIELDS EXTRA

BEFORE AND AFTER SCHOOL CLUB

Mobile Telephone and Camera Procedure

On induction staff, students and volunteers are made aware of the mobile phone and camera procedures at The Before and After School Club in order to safeguard the children and whoever comes into contact with the children in our care.

Staff are asked to sign the mobile phone register on arrival and the mobiles are placed in a secure, locked filing cabinet. The member of staff signs the mobile in and out and is not permitted to use their phone whilst on duty in the Club unless authorised by the manager or deputy. Staff are encouraged to use the Club mobile telephone number as an emergency number for family.

The manager and deputy oversee this procedure.

Staff uses the Barnfields Extra camera for recording observations during play and key events. Photographs are used for displays and the children's profiles.

Permission for consent is gathered prior to a child starting in the Club. Key workers and the manager are aware of any children who do not have consent for photographic evidence.

Parents/carers and visitors are not allowed to use their mobile phones while in the Barnfield Extra premises.