

Gems Performing Arts

Mobile Phone Policy

Gems Performing Arts fosters 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: staff, children and parents. Abiding by the terms of the club'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

1. Staff personal mobile phones must be kept in their bags during working hours. If you are using the phone to play music, please ensure they are on 'do not disturb' and not overtly visible to the children.
2. If a member of staff needs to make an urgent personal call they can use the Club phone or make a personal call from their mobile in the staff room with the Manager's permission.
3. If a member of staff needs to contact another staff member urgently, ensure everything on the screen of the phone is appropriate, and the phone is then put away immediately after.
4. Staff may only use the club camera to take photographs of children at the Club.

Children's use of mobile phones

1. Whilst we understand that some children have mobile phones and may bring them to the club so they can contact a parent/carer, we have a strict **no phones policy during Gems classes/clubs**. Phones should be turned off when the children enter the gate and should remain off until they exit our premises. Their phones should remain away in their bags.
2. Should an emergency arise or there is a need to speak with a carer/parent, permission will need to be given from a member of staff to use the phone.
3. If a child is found using their mobile phone, they will be asked to put it away in their bag immediately. Should they be found a second time, it will be confiscated until the end of the session and a parent/carer will be informed.

Visitors' use of mobile phones

1. In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices on club premises unless they have given us approval to take a photograph during a performance.
2. These images must not be shared online or on social media.