



Mobile Phone Policy

Version	3.0
Review Date	August 2026

Policy Statement

At Play Inclusion Project, we are committed to protecting children, young people, and vulnerable adults from the inappropriate or unsafe use of mobile phones and cameras during the working day.

We recognise that staff may need access to mobile phones for operational purposes, particularly in emergencies or on trips. This policy sets out clear guidance on the safe and appropriate use of mobile phones and cameras by staff and volunteers.

Ensuring the Safe and Appropriate Use of Mobile Phones

- Personal mobile phones belonging to staff must not be used on the premises during working hours.
- Area Managers may keep a mobile phone on them for emergency purposes, particularly during trips, but must not make or receive personal calls during work hours.
- Support staff and volunteers may need to contact the Area Manager or Group Supervisor in case of challenging behaviour or other urgent situations.
- Mobile phones may be used as a distraction for techniques with consent from the Area Manager – mobile phones should only be used if a company Ipad is not available
- Staff and volunteers must not use personal mobiles to take photographs of children or young people during outings or within the setting.
- Staff are encouraged to give relatives the Area Manager's contact number for emergency communication.
- Personal mobile phones may only be used in designated areas during emergencies, with permission from the Area Manager.

Camera Usage

Staff must not bring personal cameras or recording equipment to the group.

All photographs and recordings must be taken using work phones or authorised equipment only.

Images or recordings may only include children and young people whose parents/carers have signed the relevant social media consent form.

Updated August 2025
By Joanne Barnes

Photographs will only be used as part of a planned activity or for promotional purposes approved by the charity