



Policy on Mobile Phones

At Clarendon children's Centre we aim to provide a simple and safe environment for learning and communication for all our children, staff, families and visitors. In order to achieve this, the following policy should be adopted at all times. This policy refers to both private and personal mobile phones.

- Mobile phones are to be switched off or put on silent at all times when in meetings and when activity lead sessions are being run in the Children's Centre.
- For safety and security Outreach Support Workers will be issued with mobile phones by Clarendon Children's Centre in order to ensure effective communication at all times whilst working away from the centre.
- Issued mobile phones remain the property of the Children's Centre and are to be used for business only.
- In order to give our families full support, whilst home visiting, please ensure mobile phones are on silent.
- Outreach Support Workers must keep their mobile phones at hand whilst visiting families and be easily contacted in an emergency.
- Reasonable care needs to be taken for the security of the phone and precaution taken for storing any families contact numbers. The Children's Centre confidentiality policy should be read in conjunction with this policy.
- All information stored on mobile phones must be accurate and when texting families the message needs to be in a professional context.
- This policy needs to be read in conjunction with Clarendon Children's Centre Home Visitors and Lone Worker Policy and also Surrey County Council's Multiple Agency Information Sharing Policy.
- Centre Users are required to switch off mobile phones whilst in the centre premises.

Any questions about this policy should be directed to the Centre Manager Sue Burgess.