



Family Link



Our mission: The provision of leisure opportunities for children and young adults with disabilities.

Mobile Phones at Work - Part of the Safeguarding Policy

Policy Statement

Family Link is committed to providing a safe, secure, and focused environment for all children, young people, staff, and visitors. The use of mobile phones and electronic devices in our settings can present risks to safeguarding, confidentiality, and concentration. This policy sets out clear expectations for the use of personal and work devices, photography, and emergency communication.

This policy is part of Family Link's Safeguarding Policy and complements other organisational policies, including Data Protection (GDPR), Health & Safety, and Staff Conduct.

Scope

This policy applies to:

- All Family Link employees, Playworkers, volunteers, and sessional staff
- Visitors, students, and parents/carers while on Family Link premises

Personal Mobile Phones

1. Personal mobile phones must not be used during working hours except with prior approval from a leader for urgent or emergency matters.
2. Personal phones should be kept securely in lockers, staff bags, or designated storage areas during sessions.
3. Long or persistent calls, messages, or social media use that distract from work duties are not permitted.

Work Mobile Phones and Devices

1. Family Link provides a designated work mobile for photography, emergency calls, and other approved activities.
2. Photography or video of children or young people is only permitted on work devices and only with written consent from parents/carers.
3. Work devices must be stored securely when not in use.



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4. Leaders, including the Project Manager, may use a work mobile for urgent communications with families, carers, or staff, provided safeguarding and confidentiality are maintained.

Photography and Consent

1. No images of children or young people should be taken on personal devices.
2. All photography or recording must comply with Family Link's consent procedures and the Data Protection Policy.
3. Staff must ensure that photos are used solely for authorised purposes and stored securely.
4. Sharing images externally (social media, messaging apps) is strictly prohibited.

Emergency Use

1. If an urgent call or message must be made that cannot wait until the end of the day, staff must inform a leader to ensure appropriate cover is in place.
2. Staff may use their personal phone in an emergency only with leader approval.
3. Leaders will ensure staff are provided with a work mobile number for families to contact in emergencies.

Visitors, Parents, and Carers

1. Parents, carers, and visitors are asked to avoid using personal mobile phones while on the premises to protect children's safety and confidentiality.
2. Staff should politely remind visitors of this requirement if necessary.

Reporting Concerns

- Staff must be vigilant and report any concerns regarding the misuse of mobile phones or devices to the designated Safeguarding Lead (Renée Bel-Momodu) or the Project Manager (Rachel Palmer).
- Breaches of this policy will be addressed according to the Disciplinary Procedure, which may include termination of employment in serious cases.

Safeguarding and Confidentiality

- All staff must always maintain child safeguarding and confidentiality.
- Mobile phones and electronic devices should never compromise the safety, privacy, or welfare of children or young people.
- Any incident involving misuse of a device must be recorded and investigated promptly.



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Compliance

Failure to comply with this policy may result in:

- Informal or formal disciplinary action
- Restriction of device use within the setting
- Reporting to external safeguarding authorities in serious cases

Review

This policy will be reviewed annually or sooner if legislation, safeguarding guidance, or organisational procedures change.

Policy approved and adopted by the Family Link Board of Trustees

On the: 20 June 2023

Reviewed: 8th January 2026 by Trustee – Paula Hollywood

Current Play Leader – Kenzie / Megan / Reneé / Emma

Current Safeguarding Trustee – Julia James – 07894 672019

Policy due for review: 8th January 2027