

No Limits Norfolk Mobile Phones Policy

The use of mobile phones has become a serious Health & Safety concern in the work place.

1. The following policy has been drafted to ensure the safety of all on our classes and workshops.

1.1 No Limits Norfolk is committed to providing a safe and healthy working environment and as such prohibits the use of all personal electronic devices, unless in a designated safe area.

1.2 This policy applies to all volunteers, staff and all parents and carers supporting the class when taking place. Mobile phones are allowed close by to parents and carers, if in the nature of the individual they are caring for is vulnerable and has a medical condition that would require emergency medical care.

1.3 The only camera to be used within our classes is the No Limits Norfolk camera, which is kept on the instructors possession at all times. This camera is to **only** be used by staff, to take photos and videos for advertisement purposes **when required**, when asked by the instructor. All staff are to be aware of who does and does not have photo permission.

2. Definitions

2.1 For safety reasons, the use of portable electronic devices, whether personal or company-provided, is prohibited within the construction site boundary unless use is:

- absolutely necessary and notified by the instructor/company director (Lauren Rackham) used as a means of communication in an emergency situation
- used within an identified area designated for their safe use.
- Camera is switched off.

Policy:

3.1 The use of personal mobile phones and cameras is strictly prohibited:

- During a class or workshop, inside and outside the classroom/hall
- In contact with a parent or carer
- Whilst working and supporting the individual
- When guiding a member towards the bathroom for personal care (volunteers and staff are not to engage within personal care, this is the responsibility of the parent or carer if they need support)

- Any phone calls that need to be taken and discussed with the instructor, please exit the building by the main entrance or nearest fire exit for privacy.

3.2 Failure to comply with this policy will be regarded as a serious breach of health and safety, GDPR and safeguarding procedures and breach may result in exclusion from the class, disciplinary action and ultimately could lead to dismissal.

4. Monitoring and Review

4.1 The operation of this policy will be kept under periodic review and will revise and update whenever deemed appropriate and necessary to do so.

This policy was updated 28th January 2023.