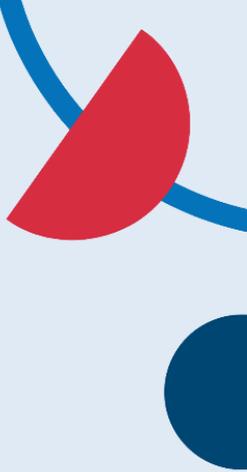


# Health & Wellbeing Policies Handbook

Last Updated: November 25th, 2025





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## Employee Handbook Issues And Updates

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Date	Name



## Bookings Policy

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### Facility Hire

The hirer shall be responsible for payment and any other charges to do with the hire.

The hirer shall not assign or sub-let the right to use the facilities and must only use the facility for the agreed purpose.

We seek to maintain high standards throughout the facilities and expect all users and hirers to contribute to this. All hirers will be held responsible for any damage caused by event/activity attendees and participants. The hirer must ensure that all attendees and participants abide by the 'core terms and conditions' and the 'conditions of use'.

Appropriate clothing must be worn for all activities.

The hirer shall be liable for any additional expenses incurred by us if the event/activity overruns.

Any accident, injury or damage must be reported to reception immediately.

You must only park in the designated parking places and only cars displaying disabled badges may park in the disabled parking bays.

Set up and down of equipment will be undertaken during your hire time if necessary.

No equipment can be stored onsite without the written consent of the bookings manager.

If the management at the centre are of the opinion that the hirer is not making suitable use of the facilities, the management reserves the right to re-allocation any unused parts.



All users/hirers must comply with these conditions of use, have regard for the safety of, and behave considerately towards other users, colleagues, the building and equipment.

Any user/hirer not doing so may be asked to leave the centre and must immediately leave if asked. You are responsible for the behaviour of any children you bring to the centre and must explain any relevant rules and conditions to them. You must comply with notices and signs on display in the centre.

We will charge an additional fee for any damage caused [accidental or deliberate] by event/activity attendees and/or participants in order to repair or replace items. Any additional repair or necessary replacement undertaken by us as a result of the event shall be charged and payable within 15 days. If a debt collection agent is used to recoup money owed to us then the client will be charged for the agent fees.

No hirer is permitted to:

Collect monies on the premises from participants other than by written consent of the manager.

The following must not be brought into the premises without the written permission of the General Manager:

Pets [except guide dogs];

Food, drink or retail items;

Electrical equipment; or

Hazardous substances.



## Event Hire

You are responsible for ensuring that the events manager has all the relevant information on time for your booking. Any information not given to the events manager in advance of your booking may result in cancellation at the manager's discretion.

## Safeguarding

Clubs or organisations hiring facilities to provide activities which are regulated through the provision of teaching, training, instruction, care for, or supervision of children or adults at risk must provide the Centre Manager details of:

Club or organisation safeguarding policy;

Name of the club or organisation safeguarding officer; and

Evidence of Disclosure and Barring Service checks completed for all coaches and Instructors.

## Liability

We accept no liability for lost or stolen goods whilst on our premises unless as a direct result of our negligence. Property stored in any areas/cupboards are at your own risk. Cars parked in the car park and all contents in them are your responsibility and we will not accept liability for loss or damage.



## Law and Jurisdiction

These Conditions of Use shall be governed by and construed in accordance with the laws of England and Wales. Disputes arising here shall be exclusively subject to the jurisdiction of the courts of England and Wales. Any cause of action you may have with respect to your use of this site must be commenced within 1 year after the claim or cause of action arises.

## Payment terms and conditions

Payments for facility block bookers are due at the beginning (1st) of each month or the end of the previous month if doable, to cover the cost of the upcoming month ahead.

Payments for one off bookings will be due a month prior to the booking taking place.

No deposits are required for facility bookings but full payment is required on the above dates.

Deposits are only taken for parties and events booked and these deposits are non refundable.

If deposits are not paid nor are the events paid for 2 weeks prior to the event, we may cancel your booking after failure to get in contact with you/secure payment.

If facility bookers are in arrears, we will contact you frequently via telephone or email to chase the payments owed.



## Declaration

I have read and understood the above Conditions of Use and I agree to be bound by them and any other subsequent revisions. I further understand that these Conditions of Use form only part of my membership and other terms and conditions will apply.

2. If there is any conflict or ambiguity between the terms of the documents listed in paragraph 1 above, a term contained in a document higher in the list shall have priority over one contained in a document lower in the list, save that any direct and / or immediate instructions given by any member of staff at the facilities to any Member [or a third party connected to that Member] shall supersede all other terms.

**Signature:**           *A Bascombe*          

**Date:**           July 2025



## Privacy / Data Protection Policy

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We are committed to the principles inherent in the GDPR and particularly to the concepts of privacy by design, the right to be forgotten, consent and a

risk-based approach. In addition, we aim to ensure:

- transparency with regard to the use of data
- that any processing is lawful, fair, transparent and necessary for a specific purpose
- that data is accurate, kept up to date and removed when no longer necessary
- that data is kept safely and securely

### Personal data

If we are requesting your personal data, it is because it is necessary and relevant to the service. As such, if you withhold information, it is likely that we will not be able to allow the service, or there will be a delay in doing so.

### What personal data we use

- Name, date of birth, gender, e-mail address, postal address, telephone number, health declaration and whether you require disabled access



- Credit or debit card information, information about your bank account number and sort code or other banking information. Note that we do not store your bank or credit card details on our web servers
- Your usage records and duration of visits
- Your contact with us, such as a note or recording of a call you make to our main reception, an email or other records of any contact you have with us
- Your membership information - such as dates of payment owed and received, the services you use and any other information related to your account

## How we get your personal data

- Directly from you either face to face at main reception, over the phone, an online referral form or any other means of communication between yourself and Testlands staff
- From our CCTV records if applicable to pull this record up

## CCTV

We operate CCTV inside our premises to monitor access to certain areas. Please note, CCTV is recorded for 24 hours during the day and is automatically erased after 5 days. CCTV is actively monitored by front of house staff between the hours of 0830 am - 2230 pm.



**Signature:** *A Bascombe*

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**Date:** July 2025

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# Fire Safety Policy

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## 1. Policy Statement

1.1 Testlands is a responsible employer that takes its fire safety duties seriously. For that reason this policy has been formulated to help Testlands Hub (Green Lane, Southampton, SO16 9FQ) comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order). Testlands is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff, students, community users, hirers, contractors and other persons who may be affected by its activities.

1.2. This policy addresses our obligation under The Order that requires Testlands to:

- a. Develop a policy to minimize the risks associated with fire
- b. Reduce the risk of an outbreak of fire
- c. Reduce the risk of the spread of fire
- d. Provide a means of escape
- e. Demonstrate preventive action
- f. Maintain documentation and records in respect of fire safety management

1.3. This fire safety policy also forms part of the College's general health and safety policy.



## 2. The responsible person

2.1. Testlands Hub has appointed a 'responsible person' who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto the premises and of anyone not on the premises but who may be affected.

2.2. The body appointed as the responsible 'person' is: Testlands Hub Leader.

2.3. The responsible body must ensure that competent persons carry out Fire Safety Risk Assessments (see Section 9, below). The responsibility for health and safety matters relating to staff and visitors is generally carried by Testlands Hub Leader.

## 3. Fire marshals

3.1. Testlands Hub Fire Marshals are the Hub Leader, shift leaders and Hub Leisure Assistants.

3.2. The Marshals:

- a. Make contact with the Hampshire Fire and Rescue Service
- b. Assist in evacuations.
- c. Provide essential information to the Hampshire Fire and Rescue Service

## 4. Competent persons

4.1. Testlands Hub will appoint competent persons to carry out the following duties:

- a. Carry out risk assessments
- b. Advise Fire Marshals



- c. Assist with fire drills

4.2. The competent persons will include the Testlands Hub Leader, Chief Operations Officer, Senior Leader and Chief Executive Officer.

4.3. A competent person will only be regarded as competent if they have the appropriate level of training, experience, and knowledge. Training and supervision will be provided for nominated competent persons.

## 5. Documentation and records

5.1. Testlands Hub documents and keeps records to prove that we have acted responsibly. The following records will be kept in good order, up to date and available for scrutiny at any time in the main office, unless otherwise stated:

- a. This fire safety policy.
- b. Fire evacuation procedures.
- c. Copies of all risk assessments.
- d. Records of all fire training.
- e. A record of all fire drills (at least four per year) listing all attendees, evacuation times and any comments.
- f. Records of weekly tests of fire alarms, final fire exits.
- g. Record of annual inspection and testing of all firefighting equipment.
- h. Records of periodic tests of emergency lighting.



- i. Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- j. Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety.
- k. Records of any unwanted alarm activations and action taken - the Testlands Hub Leader to maintain a separate list of all activations and pass information on for action where appropriate.
- l. Plans of Testlands Hub building.

## 6. Duties of staff

### 6.1. ('Staff' includes all employees and trustees of Testlands)

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully in complying with any procedures that Testlands Hub may introduce as a measure to protect the safety and well-being of all staff and visitors.

## 7. Communication

7.1. Testlands will ensure that any person it employs (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. A fire safety briefing will form part of the induction training for new members of staff.



7.2. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

## 8. Procedures

8.1. Testlands Hub has introduced the following procedures in order to maintain high standards of fire safety:

8.2. The fire evacuation procedures will be practiced at least four times annually.

- a. All staff will be given training, including a fire safety briefing as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours as far as reasonably possible (e.g. any evening and weekend staff may be required to attend during the day).
- b. It is Testlands policy that key staff will be trained in the use of fire extinguishers, whether or not they have been given specific firefighting duties.
- c. All escape routes will be established, kept in good working order and free from obstruction and combustible materials at all times. Operation of fire exit doors will be tested and recorded in the fire log on a monthly basis.
- d. Firefighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets or hoses may be made where deemed appropriate by the findings of a risk assessment.



- e. All fire related equipment will be regularly serviced and maintained by a competent person or contractor. If any member of Testlands notices defective or missing equipment, they must report it to a competent person.
- f. All available technological solutions to fire prevention will be examined by Testlands and innovative practices and equipment will be adopted as appropriate - advice on available equipment and solutions will be sought at regular intervals from Southampton City Council.
- g. An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the relevant risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- h. Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the relevant risk assessment.
- i. The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All staff are required to ensure that any fire door provided remains closed at all times.
- j. Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- k. Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire. In addition signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.
- l. In the normal course of their work, housekeeping and maintenance staff will make it their business to ensure that residents, students, staff, visitors and other users of Testlands Hub keep exits and lobbies clear of debris, furniture etc, that fire doors are not propped open,



fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.

- m. This policy will be included as part of the terms and conditions of employment. Failure to cooperate may be treated as a disciplinary matter.

## 9. Risk Assessment

9.1. Following the training of the competent persons, those persons shall make, record, review and, where applicable, revise Fire Safety Risk Assessments at regular intervals in accordance with The Order. They should also be carried out if there has been any significant change in the physical layout of a building or staircase or a change of use.

9.2. The Fire Safety Risk Assessments must take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.

9.3. Senior leaders have a duty to identify all hazardous substances and other potential or actual hazards and to make this information available to those who carry out the risk assessments.

9.4. A 'five step' approach will be taken as follows:

Step 1 - Identify potential fire hazards in the workplace.

Step 2 - Decide who might be in danger, in the event of a fire, in the workplace or while trying to escape from it, and note their location.



Step 3 - Evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (e.g. by improving the fire precautions).

Step 4 - Record findings and details of the action taken as a result.

Step 5 - Keep the assessment under review and revise it when necessary.

The policy statement will be regularly reviewed and updated as necessary. Testlands as an organisation endorses this policy and is fully committed to its implementation.

**Last reviewed**

August 2024

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**Date of next review**

August 2025

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**Signature:**

*B. Stanley*

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# Guest & Hirer Electrical Equipment Policy

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## 1. Purpose

To ensure all electrical equipment brought in by guests or hirers is safe, compliant, and properly maintained, protecting against shock, fire, and other hazards under the **Electricity at Work Regulations 1998** and **Health & Safety at Work Act 1974**

This policy applies to:

- All third parties (guests, hirers, contractors, freelancers) who wish to bring and use their own **portable electrical equipment** (e.g., laptops, chargers, power tools, DJ setups) on site.
- Does not cover fixed wiring supplied by our organisation.

## 2. Requirements

- Guests/hirers must submit details of any electrical equipment intended for use before arrival.
- The workplace reserves the right to refuse use if documentation is incomplete or equipment is unsafe .

## 3. Safety Documentation

- Before use, valid evidence of electrical safety must be provided:



- PAT (Portable Appliance Testing) certificates or test records, where applicable
- For low-risk items (e.g., phone chargers), a formal visual inspection by a "competent person" may suffice.

## 4. Competency & Inspection

- Equipment must be inspected or PAT tested as needed:
- Users/hosts must check before each use:
  - Cable insulation, plug condition, no visible damage.
  - Correct plug fit, no overheating signs

## 5. On-site Behavior

- No equipment may be used if suspected unsafe—immediately disconnect and report
- Avoid daisy-chaining extension leads; use correct voltage and fully uncoil reels to prevent overheating
- Keep cables tidy, avoid trip hazards, unplug after use

## 6. Record Keeping & Review

- Maintain a log of approved equipment, PAT dates, and next test schedule.
- Periodic review of equipment documentation by Facilities/Safety team.

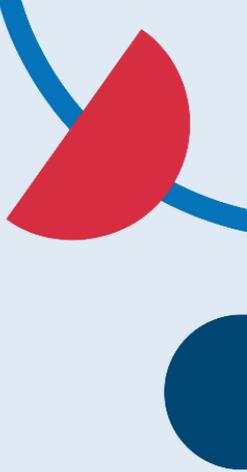


## 7. Roles & Responsibilities

- **Guests/Hirers must:**
  - Declare all electrical equipment ahead of time.
  - Provide valid safety documentation.
  - Conduct pre-use checks and report problems.
- **Facilities / Safety Team must:**
  - Verify equipment safety documentation.
  - Maintain a register of approved equipment.
  - Conduct follow-up inspections and audits as needed.
  - Refuse permission or remove equipment deemed unsafe.
- **Staff & Contractors must:**
  - Co-operate with checks and refuse use of identified unsafe equipment.
  - Immediately report any electrical hazard or incident.

## 8. Non-Compliance

- Unsafe or undocumented equipment will be unplugged and removed from the premises.
- Repeat or severe breaches may lead to cancellation of booking or access.



**Reviewed**

July 2025

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**Signature:**

*A Bascombe*

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## Gym and Membership Policy

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At Testlands, we aim to provide facilities and services which meet and exceed your expectations. If at any time you feel we have failed to meet these standards, please do not hesitate to contact a member of our team. Alternatively please complete a customer comment feedback? by visiting our website. The agreement commences once you have indicated your acceptance in the declaration section of the sign-up process. These terms are a legal agreement between us, so please make sure you read them carefully.

These terms replace any previous versions and apply at all times and take priority over any verbal communication by us.

### 1. Cancellation, Financial & Membership Terms

- a. We offer annual, monthly or pay as you go memberships. You are under no tied contracts and can cancel your membership whenever you request. You can request to freeze an annual or monthly membership for a maximum of 6 months per year at no extra charge.
- b. We can also freeze your membership if at any time you are in arrears with your membership payments. If your membership is frozen, you will not be permitted entry until the arrears have been cleared. If you wish to cancel your membership whilst it is frozen, then the arrears must be cleared in order to cancel the contract. We will contact you directly via telephone or email to request payment. Any arrears not cleared within 30 days will incur legal action.



- c. We offer free gym memberships to all customers aged 11-17 years old until the date of their 18th birthday. All persons under the age of 16 must be accompanied by someone 18 or over and the responsible person must be a paying member or a verified member on a pay as you go membership.
- d. We offer concession rates for NHS workers, SCC workers, students & over 65's. Proof of concession must be shown at reception to receive the rate. Any member of staff can ask for additional evidence at any time.
- e. Testlands Wellbeing Hub, Green Lane in partnership with Studio Red offer a wide variety of internal and external classes & clubs. All of our internal classes are available for Gold and Platinum members (unlimited use) & pay as you go members.

## 2. Identification

All customers and members are required to show their membership card, or app bar-code at reception/swipe through the fast track access point on arrival at the centre.

A photograph will be required upon joining for identification purposes, those joining online will also be required to have a photograph taken on their first visit.

## 3. Health and Safety

If you have a medical condition that may affect your safety, you must make this known in our par-q health and safety form. Any changes to your health or physical condition must also be made known to us at your earliest convenience.



At all times you must conform to the displayed instructions and any instructions given by staff regarding the usage of any equipment.

Facilities users are responsible for their own health and safety and should conduct their activities in a safe manner at all times so as to not impact on the health and safety of themselves or others when on the premises.

You are required to wear suitable and regularly checked footwear for the activity being undertaken.

Admission may be refused to any person who is considered to pose a danger either to themselves or to others.

In the event of an accident or incident, you must inform a member of our team immediately.

## 4. Our Rights to End the Contract

We may end the contract if you break it. We may end your membership at any time by writing to you if:

- a. you do not make any payment to us when it is due and you still do not make payment within 3 months of us freezing your account.
- b. you do not, within a reasonable time of us asking for it, provide us with information that is necessary for us to provide the membership services;
- c. you breach any of the terms and conditions applicable to your membership. We also reserve the right to remove you from the facilities should we deem this an appropriate action.



## 5. Young Person's (Under 18's Memberships)

Any person under the age of 18 is eligible for a free gym membership. Valid ID must be given upon the signup process.

Any person under the age of 16 must be accompanied by an adult (18 or over).

No more than 3 unattended under 18's in the gym at one time.

No young members in the gym past 6pm.

## Declaration

I have read and understood the above Terms and Conditions and I agree to be bound by them and any other subsequent revisions.

**Reviewed**

July 2025

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**Signature:**

*A Bascombe*

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# Lone Working Policy

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## 1. Policy Statement

At Testlands Wellbeing Hubs, the safety and wellbeing of our staff, volunteers, and the children in our care is our top priority. We recognise that lone working presents potential risks and vulnerabilities. As such, lone working on site is considered a "last resort" and should be "avoided wherever possible". We are committed to putting in place measures that reduce the need for lone working and mitigate risks when lone working cannot be avoided.

## 2. Scope

This policy applies to all staff members, volunteers, and contractors or visitors working on our premises.

## 3. Definition of Lone Working

Lone working refers to any situation where an individual is working alone on the premises without direct supervision or without another responsible adult present, particularly when children are present or when site operations are ongoing.



## 4. Principles and Procedures

### 4.1. Avoiding Lone Working

- Lone working should be planned for only when absolutely necessary and must be approved in advance by a member of the management team.
- Staff rotas are created to ensure two or more staff are always present when children are on site.
- Staff must not schedule meetings, visits, or sessions that would result in being alone with a child or group of children.
- Lone working may be permitted when 25% or less of a facility is booked, or when there are 3 and a half hours booked for the sports hall and studio.

### 4.2. Authorisation and Risk Assessment

- No one should lone work unless signed off by the Senior Leadership Team (SLT).
- All lone working scenarios must be risk-assessed and authorised by a senior leader or safeguarding lead.
- A risk assessment must consider the nature of the task, time of day, location, and communication access.

### 4.3. Communication Protocols

- Staff who must work alone (e.g., early arrival or late lock-up) must inform a designated colleague or manager of their arrival and departure times.
- Regular check-ins must be arranged (by phone, message, or in person where possible).



- Staff must carry a mobile phone and have emergency contact details easily accessible.
- There must be an agreed member of staff to be contactable or on call during the lone worker's shift.

#### 4.4. Safeguarding and Supervision

- Children must never be left alone with a lone worker under any circumstances.
- Lone workers must not be responsible for personal care, intimate care, or one-to-one supervision of a child.

## 5. Training and Awareness

- All staff are made aware of this policy during induction and receive regular refreshers as part of our ongoing safeguarding training.
- Staff must have completed e-learning on fire resistance, first aid awareness, handling violence and aggression, lone working, health and safety, and manual handling awareness.
- Staff are encouraged to report concerns or suggestions for improving safety when lone working.
- A member of staff will need to have knowledge of the fire evacuation policy, booking policy, gym and membership policy, and major incident policy.

## 6. Responsibilities

### Management Team:

- Ensure lone working is avoided wherever possible.



- Approve and monitor lone working arrangements.
- Maintain up-to-date risk assessments.

**Staff and Volunteers:**

- Follow lone working procedures.
- Report lone working arrangements in advance.
- Raise concerns about safety or policy breaches immediately.

## 7. Policy Review

This policy will be reviewed annually, or sooner if required due to changes in legislation, practice, or following any incident involving lone working.



## Privacy Policy

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We are committed to the principles inherent in the GDPR and particularly to the concepts of privacy by design, the right to be forgotten, consent and a risk-based approach. In addition, we aim to ensure:

- transparency with regard to the use of data
- that any processing is lawful, fair, transparent and necessary for a specific purpose
- that data is accurate, kept up to date and removed when no longer necessary
- that data is kept safely and securely.

## Personal data

If we are requesting your personal data, it is because it is necessary and relevant to the service. As such, if you withhold information, it is likely that we will not be able to allow the service, or there will be a delay in doing so.

## What personal data we use

- Name, date of birth, gender, e-mail address, postal address, telephone number, healthdeclaration and whether you require disabled access
- Credit or debit card information, information about your bank account number and sort code or other banking information. Note that we do not store your bank or credit card details on our web servers
- Your usage records and duration of visits



- Your contact with us, such as a note or recording of a call you make to our main reception, an email or other records of any contact you have with us
- Your membership information – such as dates of payment owed and received, the services you use and any other information related to your account

## How we get your personal data

- Directly from you either face to face at main reception, over the phone, an online referral form or any other means of communication between yourself and Testlands staff
- From our CCTV records if applicable to pull this record up

## CCTV

We operate CCTV inside our premises to monitor access to certain areas. Please note, CCTV is recorded for 24 hours during the day and is automatically erased after 5 days. CCTV is actively monitored by front of house staff between the hours of 0800 am - 2200 pm.



## Smart Devices Policy

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### Policy Statement

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, in turn eliminating the following concerns:

- Staff being distracted from their work with children.
- The inappropriate use of smart devices and cameras around children.

#### Smart Devices - Site Leads

Site Leads need to use their work smart devices in order to carry out their role effectively. Some reasons may be to scan documents, take photos of activities and children with photo permission for marketing purposes or to share best practice, site areas for risk assessments and colleagues photos for name badges.

Site Leads may need to be contactable by other settings when visiting. If Site Leads need to take or receive a call during club time, they must remove themselves from the children and parents before making or taking a call.

When covering at a setting within ratio, Site Leads must notify other sites that they may be supporting that they are unavailable and provide the setting phone number of the setting they are covering at, so they can be contacted.

Site Leads must keep their calendar up to date, so others know where they are if needed.



When covering Site Leads must ensure that their work and personal smartphones/devices are stored in the same way as the onsite colleagues smartphones/devices throughout contact time with children.

### **Smart Devices Delivery Colleagues**

All delivery colleagues must ensure that their smartphones/devices are left in a secure place throughout contact time with children. The Senior Leader must assess the most appropriate place which is out of reach of delivery colleagues and children while the setting is operating. For example, in their bag on a high shelf in a cupboard. The black box can be used to store phones/smart devices but it must be locked.

Mobile phone/smart device calls may only be taken on breaks or in colleagues' own time and away from the children and with the Senior Leader permissions. Any delivery colleagues found to have their personal phone/smart device on their person or be using their mobile phone/smart device without permission will automatically receive a written warning.

### **Smart Devices Parents**

When parents drop off or collect their children they must have their smartphones/devices stored away in a bag or pocket. If their smartphones/devices are visible, then Testlands colleagues must challenge the parent and ask them to put the device away out of sight.

### **All Colleagues, Volunteers and Visitors**

If any colleague has a family emergency or similar and is required to keep their mobile phone to hand, prior permission must be sought from the Area Manager.



All colleagues, volunteers and visitors will be requested to place their bag containing their phone in an appropriate location and asked to take or receive any calls away from the children where their phone must remain.

It is the responsibility of all colleagues to be vigilant and report any concerns to the Site Lead or a member of the Senior Leadership team.

Concerns will be taken seriously, logged and investigated appropriately.

Testlands reserves the right to check the image contents of a colleague's phones/smart devices should there be any cause for concern over the appropriate use of it.

Any colleague found to have their personal phone/smart device on their person or be using their mobile phone/smart device without permission will automatically receive a written warning.

Should inappropriate material be found then the Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate action that needs to be taken.

### **Cameras and Club Ipad**

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form for recording their progression in the Early Years Foundation Stage, sharing with parents and for training/observational purposes. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated setting ipad/tablet phone is to be used to take any photos within the setting.

Images taken on this ipad/tablet must be deemed suitable without putting the children in any compromising positions that could cause embarrassment or distress.



All colleagues are responsible for the location of the ipad/tablet.

No Testlands colleagues must not send photos of children taken on work devices to their own personal devices.

### Marketing

On occasions the marketing team may visit a setting to take promotional videos or photographs using Testlands approved devices.

Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

### Children's use

Children who bring mobile phones or electronic devices into a Testlands setting will have these removed and stored securely and returned to them at the end of the session.

**Last reviewed:** August 2024

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**Next review date:** August 2025

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**Signature:** *B Stanley*

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