

Mobile Phone Policy

Purpose of the mobile phone policy

At Super Star Sport we are committed to ensuring the safety of children in our care. We recognise that mobile phones at the site have a role to play for the purpose of communication, but we are aware that casual or inappropriate use of mobile phones on site could pose a risk to children and adults. The enhanced functions of many mobile phones are of most concern and are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.

Mobile phones can cause an unnecessary distraction during the session and can be intrusive when used in the company of others. When mobile phones are misused, it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of everyone. It can be difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is, therefore, limited, regardless of their capabilities.

The aim is to avoid distraction and disruption of the session, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way. This policy applies to all staff, volunteers and visitors. Please note that for the purposes of this policy, the term 'mobile phone' also covers any electronic device with the capacity to be used as a form of communication, either through the device itself or any applications stored on the device.

Staff Personal Mobile Phones

- ✦ Staff must not carry personal mobile phones while working. This protects staff from being distracted from their work and from allegations of inappropriate use. Phones must be safely stored in a locked cupboard.
- ✦ If staff have a break time during their working hours, they may use their mobile phones during these times in the staff room or an office where children are not present.
- ✦ In an emergency, staff needing to make a personal call during a session or whilst on duty should first obtain agreement from their manager, ensure that adequate cover has been put in place and make the call in an area not used by children.

- ✦ Staff must give the site telephone number to their next of kin in case it is necessary for the staff member to be contacted, in an emergency, during working hours.
- ✦ Camera or video functions on personal mobile phones must not be used by staff to take images of children under any circumstances.
- ✦ Staff are not required to make work calls on their own phones, either mobile or landline, however, in exceptional circumstances, if this should be necessary then they are advised to use the prefix 141 before dialling the recipient's number to ensure their own number is protected.
- ✦ Staff must never store parents', carers' or children's telephone numbers on their mobile phones and staff must never give their private mobile number to parents, carers or children.
- ✦ Failure by staff to comply with the mobile phone policy guidelines could result in disciplinary action.
- ✦ Wearable technology such as Smartwatches and Fitbits (this list is not exhaustive) are permitted to be worn by staff. They may only be used as a watch when working with children. This means that all other functions must be disabled (using flight mode) or specify under what terms they are allowed.

Children who use mobile phones

- ✦ Children who walk to and from school without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone on to the site but must deposit it at the start of the session and collect it at the end.
- ✦ Parents and carers need to be aware that whilst there are obvious benefits to children having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.
- ✦ We would also like to alert parents and carers to the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.
- ✦ Mobile phones deposited at camp by children will be kept safely in a lock box. Whilst the company will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are properly insured. It is recommended that children's phones are security marked and password protected.

- ✦ Any mobile phones discovered to have been brought into the camp and not handed in to the office will be confiscated immediately. Parents or carers will be asked to collect the mobile phone from the camp.
- ✦ If a member of the staff has any suspicion that a mobile phone brought onto site by a child has unsuitable material stored on it, the child will be required to hand over the phone immediately to a member of staff and parents or carers will be asked to collect it from the site manager.
- ✦ In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence the phone will be handed over to the local safeguarding lead or to the Designated Safeguarding Lead for further investigation and the parent or carer asked to collect it from them.

Visitors, Parents and Carers

- ✦ Notices are displayed on our bulletin board advising visitors, parents and carers that mobile phones are not to be used.
- ✦ We ask all parents not to use mobile phones on the site. This includes all uses including, texting and photographing.
- ✦ Visitors are not allowed to use mobile phones on site and phones must be kept in their bags. Mobile phones can be used in the staff room.
- ✦ If a visitor, parent or carer is seen using their mobile phone, they will be asked politely to turn it off/desist from using it/remove it from children's view.
- ✦ If the visitor persists to use their mobile phone they will be asked to leave the site immediately

Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 