



## **Mobile Phone Policy for Ace Sports Coaching.**

**Location:** Ace Sports

**Policy Created By:** Nick McGowan

**Policy Date:** September 2024

**Review Date:** September 2025

### **1. Policy Statement**

At Ace Sports Coaching, the safety and well-being of the children in our care is our top priority. To maintain a safe and professional environment, this Mobile Phone Policy sets out the guidelines for the use of mobile phones by staff, volunteers, and visitors within our childcare and sports settings. The policy aims to prevent distractions, ensure confidentiality, and protect children from potential harm.

### **2. Aims and Objectives**

- **Safeguarding:** To protect children from the risks associated with mobile phone use, including unauthorised photography and potential breaches of confidentiality.
- **Professionalism:** To maintain a professional environment by minimising distractions and ensuring staff are fully engaged with their duties.
- **Confidentiality:** To safeguard the privacy of children, parents, and staff by controlling the use of mobile phones on the premises.

### **3. Scope of the Policy**

This policy applies to all staff, volunteers, visitors, and contractors working at or attending Ace Sports Coaching. It covers the use of mobile phones and other personal electronic devices within the premises and during off-site activities.

### **4. Staff Mobile Phone Usage**

#### **4.1 General Guidelines**

- **Personal Use:** Staff must keep their personal mobile phones switched off or on silent mode during working hours. Personal calls, messages, and use of social media should be restricted to designated break times and should take place in areas where children are not present, such as staff rooms.

- **Emergency Use:** Staff are permitted to use their mobile phones in case of an emergency. If a staff member needs to make or receive an urgent call during working hours, they must inform their supervisor and use their phone in a private area away from children.

#### 4.2 Mobile Phone Storage

- **Secure Storage:** Staff must store their mobile phones in a secure location, such as a locker or staff room, during working hours. Mobile phones should not be carried on their person while working directly with children.
- **Access During Breaks:** Staff may access their phones during scheduled breaks in designated areas where children are not present.

#### 4.3 Use of Personal Phones for Work Purposes

- **Work-Related Use:** Staff should use company-provided devices for work-related communication. If a personal phone must be used for work purposes (e.g., contacting parents or colleagues), it should be done with management approval, and the call should be logged.
- **Data Protection:** Staff must ensure that any work-related information accessed or stored on personal devices is protected in compliance with data protection regulations.

#### 5. Visitor and Contractor Mobile Phone Usage

- **Sign-In Procedure:** All visitors and contractors must sign in upon arrival and will be informed of our Mobile Phone Policy.
- **Restricted Use:** Visitors and contractors are not permitted to use mobile phones in areas where children are present unless authorised by management for specific purposes.
- **No Photography:** The use of mobile phones to take photographs or videos of children is strictly prohibited unless prior consent has been obtained from management and the parents or guardians of the children involved.

#### 6. Mobile Phone Use During Off-Site Activities

- **Supervision:** During off-site activities (e.g., sports events, field trips), staff should carry mobile phones for emergency communication. However, their primary focus must remain on supervising the children.
- **Photographs and Videos:** Staff must not use personal mobile phones to take photographs or videos of children during off-site activities. Any required photography should be done using company-provided devices, following the Photograph and Social Media Policy. If this is not possible then you must get authorisation from Management for photos to be taken on your handset.
- **Communication with Parents:** If staff need to contact parents during off-site activities, they should use a company-provided phone or ensure that any communication using a personal device is logged and done with management's knowledge.

#### 7. Children's Mobile Phones

- **Children's Devices:** Children attending Ace Sports Coaching, should not bring mobile phones or other personal electronic devices to the setting unless specifically required for medical reasons or with prior consent from management.
- **Storage:** If a child brings a mobile phone to the setting, it must be handed to a staff member upon arrival and will be securely stored until the end of the session.
- **Emergencies:** Parents should contact the setting directly if they need to reach their child during session hours.

## 8. Breach of Policy

- **Addressing Non-Compliance:** If a staff member, visitor, or contractor is found to be in breach of this policy, it will be addressed immediately. For staff, non-compliance may result in disciplinary action, up to and including termination of employment.
- **Reporting Concerns:** Any concerns regarding the inappropriate use of mobile phones should be reported to management immediately for investigation.

## 9. Monitoring and Review

- **Regular Review:** This Mobile Phone Policy will be reviewed annually or sooner if there are changes in legislation, guidance, or circumstances.
- **Policy Compliance:** Management will monitor compliance with this policy regularly and address any issues promptly.

**Next Review Date:** September 2025

**Policy Reviewed By:** Nick McGowan