

MOBILE PHONE AND ELECTRONIC DEVICE USE POLICY

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

Mobile phones and other devices that accept calls, messages and video calling

At Fundamental Movement Academy (FMA) , the safety and welfare of all children in our care is paramount. We believe our staff should be completely attentive during their hours of working to ensure all children receive good quality coaching.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitbits during working hours. These should be stored away safely whilst working.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children
- The use of devices, such as tablets, must only be used for the club's purposes
- The club's devices will not have any social media or messaging apps on them
- Any apps downloaded onto devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- Passwords / passcodes for the devices must not be shared or written down
- Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only club owned devices will be used to take photographs or film videos with prior permission from parents.
- Devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances, then the person taking this device home must ensure it is securely stored and not accessed by any other individual and returned to the club as soon as practically possible

Parents' and visitors' use of mobile phones and smartwatches

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the academy. If you are found to be using your phone inside the club premises you will be asked to finish the call or take the call outside.

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced. FMA will not take responsibility for any item damaged or misplaced.

Contd.

Photographs and videos

At FMA, we recognise that photographs and video recordings play a part in development. We ensure that any photographs or recordings (including CCTV) taken of children at the academy are only done with prior written permission from each child's parent and will only share photos in a secure manner. We obtain this when each child is registered, and we update it on a regular basis to ensure that this permission is still valid.

We ask for individual permissions for photographs and video recordings for a range of purposes including: for display purposes; for celebrating achievements, for promotion materials including our website, brochures and the local press; and for security in relation to CCTV and the different social media platforms we use. If a parent is not happy about one or more of these uses, we will respect their wishes and ensure pictures of their child are not taken.

Staff and parents are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches.

Photographs or videos recorded on mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

All these measures are taken to ensure that your child is safe guarded whilst in our care.

APPROVED JUNE 2020