

MOBILE PHONE POLICY – STAFF

FOR

The Pav Fun Ball Academy



NAMED PERSON:	Pawel Guziejko
REVIEWED:	January 2024
REVIEW CYCLE:	3 YEARS
NEXT REVIEW DATE:	January 2027

Mobile Phone Policy for Staff Introduction:

This policy outlines the acceptable use of mobile phones at Pav Fun Ball Academy in the context of safeguarding. At Pav Fun Ball Academy, we recognise the vulnerability of our students and the potential for exploitation and abuse through the inappropriate use of mobile phones. We take steps to ensure that our safeguarding procedures are *all-encompassing* and *robust*.

The policy aims to:

- The awareness of all staff is raised in *their role* of safeguarding in all areas of Pav Fun Ball Academy activities.
- A secure an environment in which participants are protected from the risk of *images being recorded* and *used/stored* for inappropriate purposes and make sure that participants receive the undivided attention of adults at all time

Key principles which underpin this policy:

- The safeguarding of all children attending our football activities is of paramount importance
- Every staff member is accountable for the safeguarding of all children taking part in our football activities

Mobile phones – Staff - acceptable use:

At Pav Fun Ball Academy, we recognise that mobile phones play an important part in our lives and when used as they are intended, can bring substantial benefits.

We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies children right to dignity, privacy and respect and

satiates a desire to exploit. They also have the potential to *distract staff* from their work with students.

Staff members may bring mobile phones onto our football activities on the understanding that the device:

1. Only used during **break times** and at either **end** of the **activity**.
2. Designated members of the staff can use mobile phone available for emergency contact with each other or with the emergency services.
3. Personal mobile phones must not be used to take photos of children participating in our football activities except when permission and formal consent will be granted from a parent or guardian in advance.

Visitors (including parents)

1. Visitors *may* bring mobile phones on to place where our activities are run but are **asked not to use them to take photos or any recordings** and **them out-of-sight** until they leave our activities.
2. Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.

In the event that you have a concern or are contacted by external party regarding safe guarding emergency, our Designated safeguarding Lead , and Welfare Officer should be contacted immediately concern is raised/reported. Detail surrounding reported incidents will be investigated and action taken accordingly. If a staff member is found to have contravened policy expectations the matter will be dealt with as a disciplinary matter.

Staff *are* consistent and follow policy outlined below for participants mobiles:

Students are not allowed phones during our activities for the reasons outlined below:

- Students calling parents to pick them up if they feel ill, without any contact through staff member first
- Using mobile phones for photos, video recording etc... and potentially use them in social media

Signature: Pawel Guziejko

Date January 1st 2021

Review date: 1st January 2025

