



Acceptable Use of Mobile Devices & Camera Policy

This policy is in place to ensure safe practice and appropriate use of mobile devices and cameras at CM Sports. If you have access to any company computers, tablets or devices including email and access to the internet as part of your job, they must be used for company business only.

It is CM Sports intention to provide an environment which participants, clients and staff are safe from misuse of technology and/or any sensitive company data.

Inappropriate usage of mobile devices includes instances where phone calls, texts or use of applications take practitioners' attention away from supervising young children, or where camera phones are used to take images of children without consent or to support abusive practice.

Abiding by this policy ensures that we all:

- Use technology appropriately and for company business only
- Protect sensitive company data
- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment

Company Tablet: Each CM Sports after school club and Holiday Camp will have access to a tablet for booking system and register purposes. Practitioners have been given a tablet to take care of where appropriate, it will be your responsibility to look after these devices, ensure they are secure and used in line with GDPR regulations (which all practitioners have signed as part of our Privacy Statement agreement). Staff must take full responsibility for the device, it's usage and agree to care for it to the highest possible standards. CM Sports will be responsible for maintenance.

If you have access to a company tablet, they must not be used for any purposes unrelated to company business. In an effort to secure company data, it is also of paramount importance that any data on the device is protected and secured in line with the CM Sports Privacy Agreement.

Security: Staff must put a PIN, password or other security measures in place on every device that is used to access company information. The booking system cannot be accessed without a valid username and password per club. Making any modifications to the device hardware or software, or installing additional hardware or software, beyond authorized and routine installation updates is prohibited unless approved by your Line Manager and/or Matt Northcott. Staff may not use unsecure Internet sites.

When possible, staff should use two-factor or two-step verification for added application/device security.



Please do not share any logins or passwords with any member of the public, family or friends. Members of the public, family and friends are prohibited from using any company devices for personal use.

If you are experiencing any issues, please consult Matt Northcott or your Line Manager.

Behaviour: While at work, staff are expected to exercise the same discretion in using their personal devices as is expected for the use of company devices. Company policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to the use of personal devices for work related activities.

Excessive personal calls, e-mails, or text messaging during the work-day, regardless of the device used, can interfere with staff productivity and be distracting to others. Staff must handle personal matters on nonwork time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management.

Mobile devices shall be turned off or set to silent or vibrate mode during meetings, conferences, and in other locations where incoming calls may disrupt normal workflow.

Lost, Stolen, Hacked, or Damaged Equipment: Staff are expected to protect mobile devices used for work-related purposes from loss, damage, or theft. The remote wipe process will remove all programs and data from the phone and reset it to factory defaults. CM Sports will not be responsible for loss or damage of personal applications or data resulting from the use of company applications. Staff must notify management immediately in the event their mobile device is lost or stolen.

If the mobile device is damaged, staff must notify management immediately. Staff will be responsible for the cost of repair or replacement

Staff may receive disciplinary action up to and including termination for damage to company owned mobile devices caused wilfully by the staff member.

Termination of Employment: Upon resignation or termination of employment, the mobile device will be reset to factory defaults. CM Sports will not be responsible for loss or damage of personal applications or data resulting from the reset.

Staff use of mobile phones: CM Sports allows staff to bring in personal mobile telephones for their own use.

Users bringing personal mobile telephones into CM Sports settings must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones are only used in a professional context during contact time with participants. This includes as a time keeping device (i.e. stopwatch), play music, to contact other CM Sports staff onsite and to show any relevant content to participants, for instance footage of an elite



game/performer during a demonstration. Good practice would be to inform a member of the school staff if you intend to use your phone for any of the above examples.

Personal mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency, they are free to make a personal call from their mobile but must ensure that appropriate supervision of the participants has been arranged in their absence and the call is taken in a private area.

It is the responsibility of all members of staff to be vigilant and report any concerns to their Line Manager.

Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.

Use of Cameras: Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or marketing purposes with permission from the parents. The parents will need to complete a CM Sports Photographic Consent form and under no circumstances will CM Sports use an image/film without said consent.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care. Images taken and stored on a camera must be downloaded as soon as possible to a secure central location, then deleted.

Only devices belonging to CM Sports are to be used to take any photos within the setting. Taking of photographs by parents or participants is **strictly prohibited**. If any parents or participants are caught taking images they will be asked to delete them immediately and if deemed appropriate parents will be asked to leave the site and participant phones will be confiscated then returned to their parent/carer at the end of the day on collection. Visitors are not allowed to use cameras on site unless it is essential for implementing their role effectively, then they are to be supervised at all times.

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

Under no circumstances must cameras of any kind be taken into the toilet area. At all times cameras must be placed in a prominent place where they can be seen.

Visitors' use of mobile phones: Any visitors will be requested to not use their mobile phones except in an emergency and asked to take or receive any calls away in a private area.

If it is necessary for visitors to have their mobile phones to implement their role effectively then they are to be supervised at all times.



Participants' use of mobile phones: Children are not permitted to bring mobile phones/devices to any CM Sports sessions. If parent/carers need to contact their child, they are to contact the CM Sports office who will liaise with the relevant member if staff.

CM Sports does not accept any responsibility for loss to damage to mobile phones bought to the club by children. Parents/carers are made aware of this upon completing registration documentation.

Monitoring: It is the Line Manager's responsibility to ensure the usage of mobile devices and cameras is properly monitored. However, all staff must follow these guidelines and if a staff member needs clarification on appropriate professional use, they must discuss this with their Line Manager before proceeding.

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

Related policies

See also: **Safeguarding and Child Protection policy**

CM Sports Privacy Statement

Allegations against staff for improper use

See CM Sports Safeguarding Child Protection Policy

Useful Reference

Quotation from the report by Dame Clare Tickell is as follows:

"As a result of the Plymouth Serious Case Review some have called for mobile phones to be banned in early years settings. Inappropriate usage of mobile phones includes instances where phone calls or texts take practitioners' attention away from supervising young children, or where camera phones are used to take images of children or support abusive practice. However, banning mobile phones would create difficulties, for example where children are taken on outings, or where a setting is based in a hall without phone facilities. It is, and should remain, the responsibility of owners, leaders and managers of early years settings to ensure that their setting is a safe place for children that meets the requirements of the EYFS. I would expect safeguarding policies to set out clearly how mobile phones should or should not be used in settings, reflecting the individual circumstances of individual settings, and ensuring that their usage is properly monitored. **Therefore, I do not recommend banning mobile phones in early years settings.**"

[para 4.8 *The Early Years: Foundations for life, health and learning*]