



Acceptable use of mobile phones – CM Sports	
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This policy is in place to ensure safe practice and appropriate use of all electronic devices with media capture 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 in which participants, clients and staff are safe from misuse of technology and/or any sensitive company data.

Inappropriate usage of electronic devices with media capture includes instances where calls, messages, applications or media functions take practitioners' attention away from supervising young children, or where any device is used to capture images or recordings 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, its 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, it must not be used for any purposes unrelated to company business. To secure company data, it is also essential 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 authorised 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 electronic devices with media capture 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, emails, or messages during the workday, regardless of the device used, can interfere with productivity and be distracting to others. Staff must handle personal matters on non-work time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergencies and as approved in advance by management.

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

Lost, Stolen, Hacked, or Damaged Equipment

Staff are expected to protect devices used for work-related purposes from loss, damage, or theft. The remote wipe process will remove all programs and data from the device 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 device is lost or stolen.

If the 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 devices caused wilfully by the staff member.

Termination of Employment

Upon resignation or termination of employment, the 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 Personal Electronic Devices with Media Capture

CM Sports allows staff to bring in personal electronic devices with media capture for their own use.

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

All staff must ensure that their personal devices are only used in a professional context during contact time with participants. This includes as a time-keeping device (i.e. stopwatch), to play music, to contact other CM Sports staff onsite, or to show relevant content to participants—e.g., footage of an elite game or performer during a demonstration. Good practice would be to inform a member of school staff if you intend to use your device for any of the above examples.

Personal 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 device 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 and Media Capture Functions

Photographs or recordings are taken for the purpose of documenting a child or group of children participating in activities or celebrating their achievements and are an effective form of recording progression in the Early Years Foundation Stage. They may also be used on our website and/or for marketing with permission from parents. Parents must 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 images or recordings are taken and stored appropriately to safeguard the children in our care. Media captured on a company device must be downloaded as soon as possible to a secure central location, then deleted.

Only devices belonging to CM Sports may be used to capture any images or recordings within the setting. Media capture by parents or participants is strictly prohibited. If parents or participants are found capturing images, they will be asked to delete them immediately and, if deemed appropriate, parents will be asked to leave the site and participants' devices will be confiscated and returned to the parent/carer at the end of the day.

Visitors are not allowed to use any device with media capture on site unless it is essential for implementing their role effectively; in such cases, they must be supervised at all times.

Images taken must be suitable and must not put the child/children in any compromising positions that could cause embarrassment or distress.

Under no circumstances must devices with media capture be taken into toilet areas. Devices must always be kept in a prominent location where they can be seen.

Visitors' Use of Electronic Devices With Media Capture

Visitors will be requested not to use their devices except in an emergency and will be asked to take or receive any calls away in a private area.

If it is necessary for visitors to have a device to implement their role effectively, they must be supervised at all times.

Participants' Use of Electronic Devices With Media Capture

Children are not permitted to bring electronic devices with media capture to any CM Sports sessions. If parent/carers need to contact their child, they must contact the CM Sports office, who will liaise with the relevant staff member.

CM Sports does not accept responsibility for loss or damage to devices brought in by children. Parents/carers are made aware of this during registration.

Monitoring

It is the Line Manager's responsibility to ensure the usage of devices with media capture is properly monitored. However, all staff must follow these guidelines, and if clarification on appropriate professional use is needed, staff must discuss this with their Line Manager before proceeding.

Failure to adhere to this policy will lead to disciplinary procedures.

Related Policies

- Safeguarding and Child Protection Policy
- CM Sports Privacy Statement
- Allegations Against Staff for Improper Use – See CM Sports Safeguarding Child Protection Policy