



CM SPORTS

Acceptable Use of Mobile Phones and Electronic Devices

Responsible Person	Directors
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Purpose

This policy sets clear expectations for the safe and professional use of mobile phones, tablets, cameras and other electronic devices by CM Sports staff, participants and visitors. It is designed to support safeguarding, professional boundaries, privacy, data protection and effective supervision.

Scope

This policy applies to all CM Sports employees, coaches, casual workers, volunteers, agency workers, contractors and visitors while working with or around children on CM Sports activities.

Core principles

- The safety and welfare of children takes priority over personal device use.
- Staff must remain attentive to children and must not allow personal device use to interfere with supervision, ratios, safeguarding or professional conduct.
- CM Sports company devices must only be used for authorised business purposes and must be protected from unauthorised access.
- Personal devices must not be used to photograph, film or audio-record children during CM Sports activities.
- Where CM Sports operates on school premises, staff must comply with the host school's mobile phone and device arrangements. If the host school's rules are stricter, the stricter rule applies.
- Any safeguarding concern involving technology, images, messages, online contact or device use must be reported immediately under the Safeguarding and Child Protection Policy.

Company devices

- Company tablets and other devices must be kept secure and used only for authorised CM Sports purposes.

- Devices must be protected with a suitable PIN, password or equivalent security control. Two-factor authentication should be used where available.
- Passwords and logins must never be shared with children, parents, visitors or unauthorised staff.
- Lost, stolen, damaged or compromised company devices must be reported to management immediately.
- Company devices must not be used to access inappropriate, illegal or unauthorised content.
- Images and recordings made on company devices must be transferred promptly to the approved secure storage location and deleted from the recording device when no longer required there.

Staff personal devices

- Personal phones must normally be kept away and on silent during contact time.
- Personal phones may only be used during sessions for an authorised professional purpose, such as timekeeping, contacting CM Sports staff in relation to an immediate operational matter, or displaying relevant sporting content.
- Personal calls and messages must normally be dealt with during breaks. In an emergency, staff must arrange appropriate supervision before stepping away.
- Personal devices must never be used to contact children or parents through personal social-media accounts or personal messaging channels unless specifically authorised through an approved CM Sports communication system.
- Staff must not store or transmit confidential child information or safeguarding records on personal devices unless specifically authorised and securely controlled.

Photography, video and audio recording

- Only CM Sports-authorised devices may be used to capture images or recordings of children.
- Images and recordings must have an identified legitimate purpose and must be handled in accordance with the CM Sports privacy and data-protection arrangements and the permissions recorded for the child.
- Consent/permission must not be treated as the only safeguarding consideration. Staff must also consider whether taking or sharing the image is appropriate, necessary and safe.
- Images must never be taken in toilets, changing areas or other private spaces.
- Children must not be photographed in compromising, humiliating or unsafe situations.
- Images must not be uploaded to personal social-media accounts, personal cloud storage or personal messaging services.
- Staff must report any suspected misuse, unauthorised sharing, sexualised image, deepfake, manipulated image or other technology-related safeguarding concern immediately.

Children and parents using devices

CM Sports does not replace the host school's own device policy. On school premises, children and families must follow the host school's arrangements. During CM Sports sessions, children should not use personal devices to photograph, film or record other children or staff unless this is expressly authorised as part of an agreed activity or reasonable adjustment.

CM Sports staff should not confiscate a child's personal device unless they are specifically authorised to do so under the host setting's policy and their role. Staff should instead seek support from the school or responsible parent/carer and follow the setting's procedures.

Visitors

- Visitors must not photograph or record children unless this is necessary for their authorised role and has been approved.
- Visitors who need a device for their role must be supervised in accordance with site arrangements.
- Visitors should take personal calls away from children and the activity area unless there is an emergency.

Safeguarding and reporting

Any concern about device use, online contact, image sharing, inappropriate content, technology-facilitated abuse, child-on-child abuse or the conduct of an adult must be reported without delay through the CM Sports Safeguarding and Child Protection Policy. Staff must not investigate suspected abuse themselves.

Monitoring and non-compliance

Line managers are responsible for monitoring compliance. Breaches may result in safeguarding action, disciplinary action or referral to another agency where appropriate.