

PSCL Multimedia Device Policy

At Primary Sports Coaching Limited the welfare and well-being of our pupils/children in our care is paramount. The aim of this Multimedia Device Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many multimedia devices that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices including mobile phones, iPads, iPods etc.

Scope

This policy applies to all individuals who have access to personal multimedia devices on site. This includes company directors, staff, self employed coaches, apprentices, volunteers, students on work experience, children, parents, carers and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy

Code of conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff/coaches work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:

- have a clear understanding of what constitutes misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

Personal Mobiles – Staff/Coaches

Staff/coaches are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.

Staff should have their phones on silent or switched off and out of sight. Primarily the mobile phone should be left in an area where children will not be present e.g. staff room, school office, designated mobile phone locker or left in the car. Mobile phones should not be used in a space where children are present (eg. classroom, playground). Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in school office areas, staff room or an “off site” location.

Should there be exceptional circumstances (e.g. acutely sick relative), then staff/coaches should make the Holiday Course DSL or Headteacher of their school aware of this. It is then the responsibility of the member of staff/ coach to have supplied family members/next of kin with an alternative contact number e.g. phone number of the school. It is the decision of the Holiday Course DSL or Headteacher whether to allow the individual coach to have their phone with them whilst with the children. This is dependent on the schools’ mobile phone/multimedia device policy.

Staff/coaches are not at any time permitted to use recording equipment on their multi media device, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using



designated school equipment such as cameras and ipads. Staff should report any usage of mobile devices that causes them concern to: a company director, the designated safeguarding officer at the school or the Headteacher.

Any member of staff or self employed sports coach who is deemed to have used their mobile device or is seen using their mobile device in a setting where children are present, whilst working for Primary Sports Coaching Limited, will be immediately issued with a final warning in writing. This incident will be recorded. If a similar offence occurs within the space of a 6 month period, that member of staff/self employed coach will be immediately removed from the setting and taken off the working rota with immediate effect.

Multimedia devices for work related purposes

We recognise that mobile phones, Ipads and IPods provide a useful means of communication on offsite activities. However staff/coaches should ensure that:

Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children). Mobile phones should not be used to make contact with friends, family or children's parents during school trips – all relevant communications should be made via the school office. Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their mobile device to take photographs of children.

Personal Mobiles

We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping children to feel safe and secure. However we also recognise that they can prove a distraction and can provide a means of bullying or intimidating others. Therefore:

Pupils are not permitted to have mobile phones on holiday courses or at school. If in the rare event of a parent wishing for his/her child to bring a mobile device to the holiday course or school to contact the parent after school:

- the parent must discuss the issue first with the senior coach on site.
- the device must be switched off and handed in to the senior coach first thing in the morning and collected from them by the child at home time (the device is left at the owner's own risk).
- Mobile devices brought to the holiday course or to school without permission will be confiscated (handed in to the school office during term time) and returned at the end of the day.

Where mobile devices are used in or out of holiday courses or the school environment to bully or intimidate others, then it is the responsibility of the company directors to implement a strict "no mobile device" policy to protect the health and wellbeing of all children in their care (refer to Anti-Bullying Policy).

Volunteers, Visitors and Contractors

All Volunteers, Visitors and Contractors are expected to follow our multimedia device policy as it relates to staff/coaches whilst on the premises. On arrival to a holiday course venue or school, such visitors will be informed of our expectations around the use of mobile devices.

Parents/Carers

While we would prefer parents not to use their mobile device while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents'/carers' usage of mobile devices, whilst at a holiday course venue or on a school site, is courteous and appropriate to the school environment. We also allow parents/carers to photograph or video Primary Sports Coaching Limited events such as dance shows, sessions or competitions using their mobile devices – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.

This multimedia device policy will be shared with staff, self employed coaches and work experience volunteers as part of their induction. It will also be available to parents via the Primary Sports Coaching Limited Policy File.