



Mobile Phone and Electronic Device Policy

1. Policy Statement

This Mobile Phone and Electronic Device Policy sets out the expectations and procedures for the safe, responsible, and professional use of mobile phones and electronic devices at Elite SF, a sports coaching business working with children and young people. The policy is written to align with safeguarding and welfare expectations consistent with Ofsted requirements and wider best practice in early years, childcare, and youth provision.

The purpose of this policy is to:

- Safeguard children and young people from harm, abuse, and inappropriate use of technology.
- Protect coaches, volunteers, and the organisation from allegations or misunderstandings.
- Ensure a professional coaching environment that promotes safety, engagement, and learning.
- Clarify when and how mobile phones may be used during sessions.

Elite SF recognises that mobile phones are part of everyday life; however, their use during coaching sessions must be strictly controlled.

2. Scope of the Policy

This policy applies to:

- All coaches, assistants, apprentices, and volunteers
- Agency Coaches or Coach contractors working on behalf of the business
- Students on placement or work experience

The policy applies during:

- Coaching sessions
- Competitions, events, and activities
- Travel to and from sessions when responsible for children
- Any situation where coaches are representing the business

3. Key Principles

- The welfare and safety of children is paramount at all times
- Mobile phones must not distract coaches from supervising children
- Children must be protected from inappropriate recording, images, or online activity
- Transparency and accountability must underpin all device use

4. Permitted Use of Mobile Phones

During coaching sessions, **the only mobile phones permitted to be out and in use are:**

4.1 Work Mobile Phones

- Designated work phones issued by the business
- Designated Safeguarding Lead Phone, Jack Bartram
- Used for operational purposes such as registers, emergency contact, first aid communication, or session management
- Used only in line with safeguarding expectations

4.2 Personal Mobile Phones for Music Purposes Only

- Personal mobile phones may be used **solely** to play music required for coaching activities only during term time activities.
- Music must be appropriate, age appropriate, and free from explicit content
- Phones used for music must not be used for messaging, social media, calls, or internet browsing during sessions
- Wherever possible, music should be pre-loaded to minimise interaction with the device

At all other times, personal mobile phones must be stored away safely and out of sight.

5. Prohibited Use of Mobile Phones

The following uses of mobile phones and personal electronic devices are **strictly prohibited:**

- Personal calls, texting, or messaging during sessions
- Accessing social media, emails, or internet browsing
- Taking photographs or videos of children on personal devices

- Audio recording children or conversations
- Using phones in toilets, changing rooms, or private areas
- Allowing children to use coach phones
- Using phones in a way that distracts from supervision

Any breach of these rules may be treated as a safeguarding concern.

6. Photography, Video, and Recording

- Only authorised devices owned or approved by the business may be used to take photographs or videos
- Written parental consent must be obtained prior to any photography or filming
- Images must be used only for agreed purposes (e.g. assessment, marketing)
- Images must be stored securely and deleted in line with the business's data protection procedures
- Personal devices must never be used to take images or videos of children

7. Safeguarding and Child Protection

Mobile phone misuse can pose a safeguarding risk. All coaches must:

- Follow the business Safeguarding and Child Protection Policy
- Challenge inappropriate phone use by other coaches and report concerns immediately
- Report any suspected misuse, loss, or theft of a device
- Understand that failure to comply may place children at risk

Any safeguarding concerns relating to mobile phone use must be reported to the Designated Safeguarding Lead (DSL) without delay.

8. Emergency Situations

- Designated Work Mobile phones may be used in emergencies to contact emergency services or parents/carers
- Emergency use must be appropriate, proportionate, and recorded where required
- Coaches should inform management as soon as practicable prior to an emergency call

9. Children and Young People's Use of Mobile Phones

- Children's personal mobile phones should not be used during sessions
- Where children bring phones, they should be stored safely and accessed only with permission
- The business is not responsible for loss or damage to children's personal devices

10. Data Protection and Confidentiality

- Coaches must comply with the Data Protection Act and UK GDPR
- Personal data must not be stored on personal devices
- Contact details, registers, and reports must only be accessed via approved systems
- Any data breach involving a mobile device must be reported immediately

11. Monitoring and Compliance

- The business reserves the right to monitor compliance with this policy
- Managers and lead coaches are responsible for enforcing expectations
- Regular reminders and training will be provided

Failure to follow this policy may result in:

- Breach of Contract procedure
- Removal from duties
- Referral to external agencies where appropriate

12. Allegations and Concerns

- Any allegation involving inappropriate mobile phone use will be taken seriously
- Procedures will follow safeguarding and whistleblowing policies
- Confidentiality will be maintained in line with legal requirements

13. Training and Awareness

- All coaches will receive safeguarding training that includes safe use of mobile phones
- New coaches will be made aware of this policy during induction
- The policy will be reviewed regularly and updated as needed

14. Policy Review

This policy will be reviewed annually or sooner if:

- There are changes to legislation or Ofsted guidance
- An incident highlights the need for review
- Operational changes occur within the business

15. Declaration

All coaches, volunteers, and contractors must read, understand, and agree to comply with this Mobile Phone and Electronic Device Policy.

16. Acknowledgement and Acceptance (BrightHR)

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

Adopted on: 29th December 2025

Signed on behalf of Elite SF: J. Bartram

Date for review: 29th December 2026