



Love Play Active – Mobile Phone and Electronic Device Policy

1. Purpose

Love Play Active is committed to creating a safe, professional, and respectful environment for all children, young people, coaches, and staff.

This policy sets clear expectations for how mobile phones and electronic devices should be used to:

- Protect the safety and privacy of children and young people
 - Maintain professional boundaries
 - Prevent inappropriate or unsafe use of technology

2. Scope

This policy applies to:

- All Love Play Active staff, coaches, and volunteers
- Children and young people taking part in sessions
- Parents, carers, and visitors attending Love Play Active activities

It covers the use of:

- Mobile phones
 - Smart watches with messaging or camera functions
- Tablets, laptops, and any device capable of recording, storing, or sharing images or information

3. Key Principles

- The welfare of the child always comes first.
 - Mobile phones and electronic devices must never be used in a way that could compromise safety, dignity, or privacy.
 - Professional boundaries between staff and participants must be maintained.
 - Images or recordings of children must never be taken, stored, or shared on personal devices.
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4. Staff, Coaches, and Volunteers

Use of Mobile Phones

- Personal mobile phones should be switched off or on silent during all sessions.
 - Phones may only be used:
 - In designated staff areas (e.g. office, staff room, or off-site)
 - During breaks or non-contact time
 - In emergencies, if necessary for safety or communication purposes
 - Personal devices must never be used to take photographs, videos, or communicate with children or young people.
 - All photography or video recording for work purposes must use a company device and follow the Love Play Active Photography and Media Consent Policy.
 - Staff must not exchange personal contact details or connect with children or parents via personal social media accounts.
 - Any misuse of mobile phones or devices must be reported immediately to the Designated Safeguarding Lead (DSL).
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5. Children and Young People

During Sessions

- Children and young people should not use mobile phones or electronic devices during sessions unless:
 - It is part of a planned activity approved by the coach, or
 - Permission has been given in an emergency situation.
 - Phones should be switched off or set to silent and stored in a safe place (e.g. bag or designated storage area) during sessions.
 - Children must not take photos or videos or share any content during or after sessions.
 - Using mobile phones to bully, record others without consent, or share inappropriate content will be treated as a serious safeguarding issue and may be referred to the appropriate authorities.
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6. Parents, Carers, and Visitors

- Parents and visitors are asked not to use mobile phones during sessions, especially in changing areas, sports halls, or other activity spaces.
 - Photos or videos of children (other than their own) must not be taken unless consent has been given and a member of staff is present.
 - Any concerns about mobile phone use should be raised with Love Play Active staff immediately.
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7. Safeguarding and Confidentiality

- All images and recordings of children will only be taken on organisation-owned devices and stored securely in line with the Data Protection and Safeguarding Policies.
 - No personal devices or accounts should be used to share or store images or information about children.
 - Any concerns about digital safety or inappropriate use will be handled through safeguarding procedures.
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8. Breaches of Policy

- Breaches by staff or volunteers will be taken seriously and may result in disciplinary action.
 - Misuse by children or young people may lead to:
 - Temporary removal of the device
 - A discussion with parents or carers
 - Referral to safeguarding or external agencies if necessary
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9. Monitoring and Review

This policy will be reviewed annually or sooner if there are:

- Changes to safeguarding or data protection guidance
- New technology or identified risks related to mobile device use

Last reviewed: 1st October 2025

Next review due: 31st July 2026
