

Future Stars Coaching Smart Technology Policy

Future Stars Coaching fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of smart technology that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the company's smart technology policy ensures that we all:

- 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.

Staff use of personal mobile phones

Personal mobile phones belonging to members of staff are kept in personal bags within a designated area in the school during working hours.

If a member of staff needs to make an urgent personal call they can use the company phone or make a personal call from their mobile in an area where children do not have access to (eg Staff Room or outside).

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from a manager or a member of staff at the school.

Under no circumstances may staff use their personal mobile phones to take photographs at the club during working hours.

Staff use of company mobile phones (site phones)

Company mobile phones are to be used for communication with colleagues/emergency services/parents outside of Future Stars office hours for parents to contact coaching staff with a valid reason only.

Staff can contact parents via WhatsApp and make phone calls to parents or colleagues only.

Staff are not permitted to access social media or streaming sites - unless for a specific planned activity (eg YouTube).

They are permitted to take photos of children on the company mobile phone only.

These photos are shared with other members of staff only for marketing purposes only (in line with our photo policy).

Staff seek permission from parents before publishing photos of children.

Staff use of company tablets

Staff use tablets for accessing the booking system and children's information (for safeguarding and health and safety purposes).

Staff are not permitted to access social media or streaming sites - unless for a specific planned activity (eg YouTube).

They are permitted to take photos of children on the company tablets only.

These photos are shared with other members of staff only for marketing purposes only (in line with our photo policy).

Staff seek permission from parents before publishing photos of children.

Staff use of smart watches

Whilst we understand that some staff have smart watches, we actively discourage them from using them within the company - other than to tell the time.

Children's use of smart technology

Whilst we understand that some children have mobile phones/tablets/smart watches, we actively discourage them from using it within the club.

The company does not accept any responsibility for loss or damage to smart technology brought to the club by the children.

Children must not use their smart technology to take photographs of any kind whilst at the club. If they want a photograph of a particular activity they can ask a member of staff to take one using the company camera.

We ask that parents communicate via the site phones and the coach and not by other means i.e. directly messaging their own children on watches etc.

Visitors' use of mobile phones

In the interest of safeguarding we ask all parents and visitors not to use their phones or other mobile devices on club premises.

Taking of photographs by parents or visitors is **strictly prohibited**.

Guidance

To safeguard children and practitioners online, our staff will be encouraged to refer to "Safeguarding children and protecting professionals in early years settings: online safety considerations". (<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>)

Related policies

See also: **Safeguarding Children policy, Social Media Policy, Photo policy**

This policy was adopted by Future Stars Coaching	Date: May 22
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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare requirements: Child Protection [3.4]*.