



Drive Lounge Academy Mobile phone and wearable devices policy

For children

The widespread ownership of mobile phones among young people requires that Drive Lounge Academy staff, children and their parent(s)/guardian(s) take steps to ensure that mobile phones are used responsibly.

Drive Lounge Academy has established the following policy for mobile phones that provides staff, children and their parent(s)/guardian(s) guidelines and instructions for the appropriate use of mobile phones during learning hours.

We realise that phones are an increasingly important part of students' life as they get older. We therefore allow them to keep phones with them but of course they are their responsibility.

Personal Property

Drive Lounge Academy holds no responsibility for the loss and damage to any personal property brought to our events and clubs.

We therefore advise that children do not bring valuables. If your child needs to call home, we can always make a telephone available.

Irresponsible use of mobile phones and wearable devices can present a number of problems, including:

- The value of items might render a child vulnerable to theft.
- Possible damage to the item in an active environment
- The level of sophistication- or otherwise, can make children objects of envy or disparagement and could have implications with regard to discipline and potential bullying.
- Even when apparently silent, the use of mobiles phones for texting purposes could be potentially undermining of group discipline and distract the enjoyment of others.
- The use of phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.

Responsibility

- Drive Lounge Academy expects all students to use their mobile phones and/or wearable tech within the scope of the Drive Lounge Academy code of conduct and Child Protection and Safeguarding procedures and policies.
- The staff reserve the right to view the content of any students mobile phone and/or wearable device at any time in respect to issues regarding the safeguarding of children (two members of staff will be present).
- This policy is linked to the Behaviour policy. Drive Lounge Academy will treat breaches as they would treat any other breach of Drive Lounge Academy rules and discipline accordingly.
- Children should protect their phone numbers by never giving their mobile phone number to anyone whilst at Drive Lounge Academy. This protects the child's number from unwanted messages and calls.

- Drive Lounge Academy accepts no responsibility for replacing lost, stolen or damaged mobile phones and/or wearable devices
- Children who bring a mobile phone and/or wearable devices by mistake should never leave it in their coat/bag when they arrive.
- Mobile phones and/or wearable devices should not be used to make calls, send SMS messages, surf the internet, take photos or used for any other application during learning time.
- Using mobile phones and/or wearable devices to bully and threaten other children or staff is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour and the Behaviour policy will be followed.
- Using mobile phones and/or wearable devices to photograph or film any child or member of staff is unacceptable

For staff

Drive Lounge Academy acknowledges that staff members will own a mobile phone and/or wearable device and that they will bring it with them. Drive Lounge Academy has established the following policy for mobile phones and/or wearable devices, providing staff with guidelines and instructions for the appropriate use of mobile phones during learning hours.

- The use of a device must not detract from the quality of supervision and care of children. Staff members are forbidden from using non-approved devices i.e., personal mobile phones whilst leading a session with group of children. This will be treated as a case of misconduct if the staff member is caught doing so.
- Mobile phones are only to be used away and out of sight of children.
- Drive Lounge Academy staff will be supplied with additional mobile phones distributed by Head Office.
- Smart watches or wearable devices (without camera functionality) can be used for time keeping only, however staff members found using the watch for anything other than time keeping can be treated as a case of misconduct.
- Drive Lounge Academy will only use a camera if taking pictures for marketing reasons and this will be fully supervised by a member of the Head Office team. Drive Lounge Academy will always ask permission from parent(s)/guardian(s) beforehand. If Drive Lounge Academy employ an outside company, they will follow the visitor policy and must be accompanied at all times. If Drive Lounge Academy run any competitions, pictures can be taken but must not have any children in them

Unacceptable use

- Using mobile phones and/or wearable devices to bully and threaten other children or staff is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.
- Cameras are not permitted and staff should not use a mobile phone camera to take any pictures of children unless explicitly authorised to do so and on approved and secure Drive Lounge Academy equipment. This will be treated as a case of misconduct if the staff member is caught doing so.
- If posting photos of activities or art work onto social media, any photos must be taken during breaks or outside of working hours and must not include any children.

Accepted use

- For the purpose of child welfare, every event or club is equipped with a mobile phone.

- The safety of children in the care of Drive Lounge Academy is paramount and the purpose of this phone is strictly for use in the following areas and for the following reasons:
- To allow Head Office to make contact with staff or vice versa in order to share any important information regarding the running of the event or club during that particular day.
- To allow the parent(s)/guardian(s) to make direct contact with staff regarding their child. This could be to arrange a different pick-up time or inform staff about a late pick up or alternatively if the staff need to contact an authorised adult regarding a child.

Exception: The only exception is in a setting where the event or club is spread across a very large area, and with permission from Drive Lounge Academy senior staff, another staff member is asked to keep a Drive Lounge provided phone with them, so if an emergency situation occurs, contact can be made.

All parent(s)/guardian(s) and child contact numbers are kept only by Head Office and the Drive Lounge Academy on site senior staff. Contacts are not stored on the mobile phone but are presented to the staff as a report which is kept securely and only able to be accessed by encrypted password.