



Innovation Esports Skills Academy Mobile phone and wearable devices policy

For children

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

Innovation Esports Skills 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 Skills Club hours.

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

Personal Property

Innovation Esports Skills Academy holds no responsibility for the loss and damage to any personal property brought to Skills Clubs.

We therefore advise that children do not bring valuables to the Skills Clubs. 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

- Innovation Esports Skills Academy expects all students to use their mobile phones and/or wearable tech within the scope of the Innovation Esports Skills 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. Innovation Esports Skills Academy will treat breaches as they would treat any other breach of Innovation Esports Skills Academy rules and discipline accordingly.
- Children should protect their phone numbers by never giving their mobile phone number to anyone whilst at Innovation Esports Skills Academy. This protects the child's number from unwanted messages and calls.

- Innovation Esports Skills Academy accepts no responsibility for replacing lost, stolen or damaged mobile phones and/or wearable devices whilst at Skills Club
- Children who bring a mobile phone and/or wearable devices to Skills Club 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 Skills Club 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

Innovation Esports Skills Academy acknowledges that staff members will own a mobile phone and/or wearable device and that they will bring it with them to Skills Club. Innovation Esports Skills 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 Skills Club 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.
- Innovation Esports Skills Academy staff will be supplied with additional Skills Club 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.
- Innovation Esports Skills Academy will only use a camera at Skills Club if taking pictures for marketing reasons and this will be fully supervised by a member of the Head Office team. Innovation Esports Skills Academy will always ask permission from parent(s)/guardian(s) beforehand. If Innovation Esports Skills Academy employ an outside company, they will follow the visitor policy and must be accompanied at all times when at Skills Club. If Innovation Esports Skills Academy run any competitions at Skills Club, 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 at Skills Club and staff should not use a mobile phone camera to take any pictures of children at Skills Club unless explicitly authorised to do so and on approved and secure Innovation Esports Skills 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 our outside of working hours and must not include any children.

Accepted use

- For the purpose of child welfare, every Skills Club is equipped with a Skills Club mobile phone.

- The safety of children in the care of Innovation Esports Skills 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 a Skills Club staff or vice versa in order to share any important information regarding the running of the Skills Club during that particular day.
- To allow the parent(s)/guardian(s) to make direct contact with a Skills Club staff regarding their child. This could be to arrange a different pick-up time or inform the Skills Club about a late pick up or alternatively if the Skills Club staff need to contact an authorised adult regarding a child.

Exception: The only exception is in a setting where the Skills Club is spread across a very large area, and with permission from Innovation Esports Skills Academy senior staff, another staff member is asked to keep an Innovation Esports provided phone on 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 Innovation Esports Skills Academy on site senior staff. Contacts are not stored on the mobile phone but are presented to the Innovation Esports staff as a report which is kept securely and only able to be accessed by encrypted password.