

# ACCEPTABLE USE OF MOBILE PHONES POLICY

## Safeguarding Guidance & Template Document

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear acceptable use through guidelines.

### Scope

This policy applies to all members of the Club and relates directly to the appropriate codes of conduct.

### Responsibility

It is the responsibility of the athletes / coaches / volunteers to adhere to the guidelines outlined in this document. It is the parent's responsibility to allow their child to have a mobile phone and should be aware if their child takes a mobile phone to club sessions. Permission to have a mobile phone during the club sessions/events will be dependent on the parent/guardian giving their permission in the form of a signed copy of this policy.

### Policy Statement

It is recognised that smartphones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying. Misuse of smartphones can cause distress to individuals, impact on self-confidence and mental wellbeing, as well as impact on privacy and right to confidentiality.

Such concerns are not exclusive to children and young people. It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities. There are 'mobile phone free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- Changing Rooms
- Toilets
- Showers

**There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.**

### Inappropriate Use

The following are examples of inappropriate use; this is not an exhaustive list.

Members using their mobile phone to:

- using vulgar, derogatory or obscene language while using a mobile phone
- engage in personal attacks
- harass other people
- posting/sharing private information about others using SMS messages/social media
- taking/sending photos or objectionable images,
- phone calls that include elements of the above



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### Consequences due to Inappropriate Use

Breaches of the Acceptable Use of Mobile Phone Policy will be dealt with in accordance with the clubs disciplinary procedures and depending on the nature of the breach may be subject to criminal proceedings

I understand that if I do not follow the Acceptable Use of Mobile Phone Policy, any/all of the following actions may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Suspended by the club
5. Be required to leave the club
6. Forbidden to take my mobile phone or other portable device to swimming
7. Be required to have my continued participation in club activities supervised by my parents/guardians
8. Be required to sign up to a behaviour management plan
9. Serious breaches depending on the nature of the incident may have to be reported to the police

### Parent / Guardian Permission:

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events. I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to have a phone at club sessions and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

Athlete Signed

Name (print) ..... Signed .....

Date .....

Parent/Guardian

Name (print) ..... Signed .....

Date .....

Please note: Subject to the Data Protection Act 2018, any information supplied will be stored securely and not used for any other purpose than stated in the policy.