



Gems Performing Arts

Mobile Phone & Smart Device Policy

1. Policy Purpose & Core Principles

Gems Performing Arts and Gems Holiday Clubs foster a robust "culture of safety" in which children, staff, and visitors are protected from abuse, harm, distress, and privacy breaches. We maintain a strict policy on the acceptable use of mobile phones, smartwatches, tablets, and recording equipment that must be understood and adhered to by all staff, freelancers, children, parents, and visitors.

Adhering strictly to this policy ensures that we:

- Protect children from potential harm, unauthorized photography, and online safeguarding risks.
- Protect staff and tutors from potential false allegations.
- Ensure staff maintain continuous, focused active supervision of children during all sessions.
- Maintain full compliance with Ofsted Voluntary Childcare Register standards and KCSIE requirements.

2. Staff & Freelance Tutor Guidelines

Area of Guidance	Mandatory Rules & Safeguarding Controls
Personal Mobile Devices	Personal mobile phones and smartwatches must be stored away inside staff bags during working hours. Personal devices must never be brought into changing areas, toilets, or active child teaching zones.
Music & Audio Playback	When a personal device is approved by the Principal/Manager to play class music, it must be set to " Do Not Disturb " / Flight Mode , placed in a secure position away from children, and strictly not used for messaging, calls, or internet browsing.
Urgent Calls & Emergencies	If a staff member needs to make or receive an urgent personal call, they must receive prior permission from the Principal/Manager and conduct the call away from children in a designated staff area.

Area of Guidance	Mandatory Rules & Safeguarding Controls
Photography & Media Capture	Personal devices must NEVER be used to photograph or film children. Photography and video capture are permitted exclusively on designated, password-protected company devices or official club cameras, and only for children whose parents have provided explicit photo consent.

3. Children's Use of Mobile Phones & Smart Devices

While we recognise that older children may carry mobile phones or smartwatches for travel safety to and from the club, we enforce a strict **No Active Devices Policy** during all sessions, workshops, and holiday clubs:

- **Arrival Rule:** Phones and smart devices (including cellular smartwatches) must be switched off or silenced upon entering the venue/gate and stored safely inside the child's bag throughout the duration of the club.
- **Emergency Contact:** If a child needs to contact a parent or carer during a session, or if a parent needs to reach a child urgently, all communication must go through the official Club telephone or lead manager. Permission to use a personal phone will only be granted under direct staff supervision.
- **Two-Stage Enforcement Procedure:**
 1. **First Instance:** If a child is seen using a mobile phone or smart device without staff permission, they will be given a polite verbal reminder to switch it off and store it in their bag immediately.
 2. **Second Instance / Refusal:** If a child uses the device a second time, it will be confiscated by the Lead Manager, placed in a safe password-protected storage box, and returned directly to the parent/carers at end-of-day collection, alongside a discussion regarding club rules.

4. Parents, Carers & Visitor Guidelines

- **Venue Premises:** Parents, carers, contractors, and visitors are strictly prohibited from using mobile phones, smart devices, or cameras while on club premises, in waiting areas, or during drop-off/pick-up times without prior staff approval.
- **End-of-Term Performances & Shows:** Photography and video recording during designated showcases or performances are permitted only if explicitly approved in advance by the Principal (where all participating children have media permissions in place).

- **Social Media & Online Sharing:** Any images or videos recorded during approved showcase events are for **private family memory only**. Parents and visitors are strictly instructed not to upload unedited videos or images containing other children onto public social media platforms (Facebook, Instagram, TikTok, YouTube) without prior written consent from those children's parents.

5. Policy Breaches & Escalation

Failure by staff or freelance tutors to comply with this policy constitutes a serious safeguarding issue and may lead to disciplinary action or termination of contract. Suspected improper image capture or unauthorized device usage will be investigated immediately under our Safeguarding and Child Protection Policy and reported to the Local Authority Designated Officer (LADO) where appropriate.

This policy was updated: Emma Drysdale	Date: 3 / 9 / 2026
To be reviewed: 3 / 9 / 28	signed: 