**E-Safety and Mobile Phone Policy for Staff and Students 2024/2025**

The E-Safety and mobile phone policy offers general guidelines for using the internet and personal mobile phones within the Gym. This relates to both staff and students.

**E-Safety Guidelines:**

* Students do not use the internet on site or have access to the WiFi.
* The use of ipads, laptops or any other devices is not part of the Empower Programme.
* Students learn how to be safe on the internet and social Media through the Empower Programme.
* Staff are permitted to use an ipad/laptop to complete the register every day and record student progress in their student profiles.
* Students do not have access to staff laptop or ipad.

This policy applies to all members, staff and volunteers.

**Mobile Phone Use Guidelines:**

The following are basic guidelines for proper mobile phone use during open hours. In general, mobile phones should not be used when they could pose a security or safety risk, or when they distract from tasks.

* Never use a mobile phone while coaching or teaching.
* Never use a mobile phone while operating gym equipment.
* Do not use mobile phones to record confidential information.

We realise the mobile phones can be use in the following situations

* For making or receiving calls in emergencies
* To schedule and keep track of appointments.
* To record and report safeguarding concerns to the appropriate school
* Reporting of student attendance to the appropriate school

Coaches to ensure that they always have work mobile phone on them and charged when working one to one with young person. This phone to contain emergency contact details for the young person.

Phone to be used by coach to call manager, should there be any concerns or after working with young person to check welfare following lone working policy.

Students should not be using their mobile phone whilst on the CrossFit Shropshire Alternative Provision site. Mobile phones are to be kept in students drawers on arrival and will be returned at the end of the day.