



Phones and Mobile Devices Policy (POLICY NO. COCSC/xxx/V1)

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PREVIOUS POLICY NUMBER	Version 1		22.10.2024
CURRENT REVIEW DATE			22.10.2025

This document supersedes any previous **Phones and Mobile Devices Policy** documents. It is always available electronically via the swim school website, Swim Club Manager (SCM) or on Teams. Any other electronic or paper versions of this document sourced from any other network drive, email or other sources should be checked against the current SCM/Teams version prior to use.

EXPECTED USERS	All employee types, volunteers, parents, swimmers, and members of the Swim School.
DESCRIPTION	This policy is to ensure the best practices for phone usage are adhered in line with the most recent legislation and guidance from Swim England.
ACTION REQUIRED	This Policy will be stored on Teams and shared with all concerned. It will be available on Swim Club Manager and Coventry Swim School Website for all to see and action to agree to abide by the policy. It will also be supplied to new starters beginning employment as part of their contract agreement.





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1. Purpose

Coventry Swim School is a limited company and operates under the rules and regulations as directed by Swim England.

Coventry Swim School acknowledges that mobile phones, text messaging, email, social media, and other forms of electronic communication are now widely used within daily life. The aim of this policy is to promote safe and appropriate practice by establishing clear guidelines for acceptable use of mobile phones and other handheld devices in accordance with Swim England guidelines. This policy applies to all members of the Swim School, swimmers, parents, and teachers, and relates directly to the appropriate codes of conduct.

The Directors are also accountable for ensuring that all adult leaders and volunteers within the swim school understand their responsibilities and duties regarding the usage of mobile phones.

2. Responsibility

It is the responsibility of the athletes / coaches / teachers / 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 / mobile device** and should be aware if their child takes a **Mobile Phone / Mobile Device** to learn to swim lessons and sessions.

3. Policy Statement

MOBILE PHONE AND MOBILE DEVICE RULES

Phones and other mobile devices must NOT be used in changing rooms, cubicles, toilets, showers or poolside at any **Coventry Swim School** lessons or other sessions.

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 well-being, as well as impact on privacy and right to





confidentiality. For example, the inappropriate use of social media platforms such as Facebook, Instagram, and other social media. Please refer to guidelines in the **Coventry Swim School** and City of Coventry Swimming Club Social Media Guidance in Safeguarding Policy and Procedures for more detail.

The use of all **mobile phones / mobile Devices** is therefore limited, regardless of their capabilities. There are 'mobile phone and mobile device free' areas within the Swim school setting. These are areas that are considered to be the most vulnerable and sensitive:

- Changing Rooms
- Toilets
- Showers
- Poolside – parents and swimmers (Teachers may use work phones / work devices, only for swim school use, such as registers and progress input)

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

To ensure that all swimmers, parents, and other members adhere to this policy, all **mobile phones / mobile devices** must be placed in bags and out of sight before entering any changing room area and any poolside area.

4. Usage outside of training and competition times / lesson time

Any swimmer, parent or members using vulgar, derogatory, or obscene language while using a **mobile phone / mobile device** will face disciplinary actions as sanctioned by the Club.

Swimmer, parents or members using their **mobile phone / mobile device** to engage in personal attacks, harass other people, post private information about others, taking/sending photos or objectionable images, using their **mobile phone / mobile device** in a zero-tolerance area, and phone calls will face disciplinary actions as sanctioned by the Club, and may be subject to criminal proceedings.

Misuse of these devices can cause immense distress and upset to individuals which may impact their health and self-confidence.

Inappropriate use of mobile phones includes:

- Using derogatory or obscene language
- Making personal attacks, bullying, or harassing an individual.
- Texting or posting private information or images of another individual.

Any photos taken on **mobile phones / mobile devices** should fall in line with the guidelines in the Coventry Swim School and City of Coventry Swimming Club Photography Policy. The **mobile phone / mobile device** including, the camera facility on **mobile phones / mobile devices** must not be used at any time in the changing room areas, showers or on poolside.





You may at some point, come across or be made aware of, inappropriate use of **mobile phones / mobile devices**. If this is in relation to the swimming club, please inform the Swim School Manager (Kyle Offer). If this occurs within the current lessons and the Swim School Manager cannot be immediately sourced, please inform a member of staff immediately and the lead teacher.

5. Guidance for Teachers and Management on phoning, texting, or emailing a young person

Teachers and Coventry Swim School office staff should not personally hold the mobile phone numbers or email addresses belonging to any member or parent of the swim school. All numbers will be held on Coursepro. If an emergency occurs and a swimmers parent / guardian needs to be contacted, the number can be sourced from Coursepro.

Lead Teachers and Coventry Swim School office staff can hold phone numbers and email addresses of other teachers with their consent, in order to get messages to teachers. If a teacher is under 18, please refer to the next bullet point. Numbers of those under 16 cannot be held and a parent number must be held.

If a teacher is over 16 but under 18, with the consent of the parent, the Swim School office staff and lead teacher may use text messaging or email to communicate with the Teacher for shift and training purposes only. It is recommended that such communications are also copied to the parent or guardian to safeguard the member and the lead teacher or Coventry Swim School staff member.

Teachers should not take or make calls whilst supervising young members in a teaching session. It is permissible for a teacher to make or take a call during an event provided they are not the sole supervisor of the swimmers.

6. Guidance for Coaches aged 18 to 21

Swim England recognises that many young teachers or young volunteers aged 18 to 21 will have been members of the club themselves before becoming a teacher or young volunteer and will still be friends with younger members or members of the City of Coventry Swimming Club. It is therefore plausible that they will have the personal contact details for these members. Swim England accepts it would be inappropriate to require young coaches / teachers to remove the details of those members from their contact lists.

Therefore, in such cases:

- If a coach aged 18 to 21 has phone or email details of swimmers aged between 16 and 17 prior to undertaking the role of the teacher, Swim England does not expect them to remove those members from their contact list.
- However, the teacher is advised to inform the Swim School Manager.
- The Swim School Manager should make every effort to ensure the teacher is not the primary teacher for those specified young persons, except on an occasional basis.

For further information on all safeguarding issues, please refer to Swim England child /vulnerable adult safeguarding procedures and policies at www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs





7. Swim England Guidance

Coventry Swim School adhere to **Swim England Wavepower** in regard to photography. Full details can be found here <https://www.swimming.org/swimengland/wavepower-updated-version/>

8. Director Responsibilities

The Directors are responsible for providing and maintaining guidance to members within the Club regarding phones and mobile devices. The director is required to oversee mobile phone / mobile device compliance through the implementation of policies and procedures, ensuring that any breaches are addressed appropriately and within the specified timeframes.

9. Adult Member, Parent or Volunteer Responsibilities

Adult members and volunteers who support the work of the swim school, whether working directly or indirectly with young people, must adhere to best practice guidelines and City of Coventry Swimming Club (COCSC) and Coventry Swim School policies. This is essential for keeping our swimmers parents and members safe. Please also refer to the City of Coventry Swimming Club GDPR policy.

10. Young Members or Volunteer Responsibilities

Adult members should remind young members not to share personal data for themselves or others without permission, including posting photographs or videos of Coventry Swim School activities on social media. All young members and volunteers supporting the work of the swim school, whether working directly or indirectly with young people, must adhere to best practice guidelines and Coventry Swim School and COCSC policies and procedures for data collection, processing, and storage. This is essential for maintaining GDPR compliance and avoiding data breaches. Young members and volunteers should only collect, store, and use data necessary for the successful execution of their designated roles. Please refer to the City of Coventry Swimming Club GDPR policy.

CHANGE HISTORY

POLICY NUMBER	EFFECTIVE DATE	SIGNIFICANT CHANGES

