

Mobile Phones, Cameras, & Electronic Devices Policy

Date: May 2026

Next review due: April 2027

This policy will be reviewed annually or earlier if legislation or statutory guidance changes, operational practices change, or an incident highlights the need for review. All staff must familiarise themselves with this policy and related procedures.

1. Policy Statement

Kanga Sports is committed to safeguarding and promoting the welfare, privacy, and safety of all children, learners/delegates, staff, and visitors. The use of mobile phones, cameras, smart devices, and other electronic equipment must always support a safe and professional environment.

This policy outlines the expectations for the appropriate use of mobile phones, cameras, wearable technology, and electronic devices across all Kanga Sports provisions and activities.

2. Scope

This policy applies to:

- All Kanga Sports employees, contractors, volunteers, apprentices, and work experience placements
- All children, learners/delegates, and participants attending Kanga Sports activities
- Parents, carers, visitors, and third parties attending Kanga Sports sessions or venues
- All extra-curricular clubs, wraparound care, holiday clubs, centre-based activities, training provision, and activities delivered under the Kanga Sports Ltd name

3. Legal Framework

This policy is informed by current UK legislation and safeguarding guidance, including:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- UK GDPR and the Data Protection Act 2018
- Safeguarding and child protection best practice guidance

Kanga Sports recognises the importance of responsible device use in protecting children from harm, maintaining confidentiality, and preventing the misuse of images or recordings.

4. Principles

Kanga Sports Ltd will ensure that:

- Mobile phones and devices are used appropriately and professionally
- Children are safeguarded from inappropriate photography, recording, or online risks
- Confidential information and images are protected
- Staff maintain professional boundaries at all times
- Any concerns regarding device use are reported promptly

The welfare and privacy of children and participants will always take priority

5. Staff Use of Mobile Phones and Devices

Staff are expected to use mobile phones and electronic devices responsibly and professionally while working.

Staff must:

- Use work-issued devices where provided

- Only use a personal device for work purposes where authorised by Kanga Sports management team
- Keep personal mobile phone use to a minimum during sessions
- Ensure devices do not distract from supervision
- Maintain professional conduct when using devices in any Kanga Sports setting

Personal use of mobile phones must not take place while actively supervising children.

6. Photography, Video Recording, and Images

To safeguard children and maintain confidentiality:

- Staff must not take photographs or videos of children using personal devices
- Images or recordings may only be taken using authorised Kanga Sports devices or approved systems
- Any photographs or recordings must be appropriate, necessary, and in line with parental consent and data protection requirements

Images must not be shared on personal social media accounts, messaging platforms, or unauthorised systems.

7. Smart Watches and Wearable Devices

Smart watches and wearable devices with:

- Camera capabilities
- Recording functions
- Internet access or communication features

Must not be used for personal communication while supervising children.

Where wearable devices are worn:

- They must be set to silent mode where appropriate
- They must not interfere with supervision responsibilities
- They must not be used to photograph, record, or communicate inappropriately during sessions

8. Visitors and Third Parties

Visitors, contractors, and third parties must not use mobile phones, cameras, or recording equipment in areas where children are present unless authorised by Kanga Sports management team.

Where concerns arise, staff may request that devices are not used or are put away while activities are taking place.

9. Children and Participant Use of Devices

Children and participants are not permitted to use personal mobile phones or electronic devices during Kanga Sports sessions unless permission has been granted by staff.

Where children **must** bring devices to sessions:

- Staff may ask for devices to remain in bags or stored safely during activities
- Staff will follow relevant school policies where activities are delivered on school premises during term time
- Holiday club or centre-specific rules may apply depending on the provision

Kanga Sports accepts no responsibility for loss, theft, or damage to personal devices brought onto site.

10. Safeguarding Concerns and Reporting

Any concerns relating to:

- Inappropriate use of devices
- Unauthorised photography or recording

- Sharing of images or information
- Online safety risks
- Behaviour that may place a child at risk

Must be reported immediately to the Designated Safeguarding Lead (DSL) or senior member of staff.

Concerns will be managed in line with Kanga Sports safeguarding procedures and may be referred to external agencies where necessary.

11. Confidentiality and Data Protection

All images, recordings, and electronic information must be handled securely and in accordance with:

- UK GDPR
- The Data Protection Act 2018
- Kanga Sports GDPR and safeguarding procedures

Personal data or images relating to children, staff, or families must not be stored or shared on personal devices unless specifically authorised.

12. Breaches of the Policy

Failure to follow this policy may result in:

- Removal of device access

- Internal management action or disciplinary procedures
- Safeguarding referral to external reporting where appropriate

Serious breaches involving safeguarding, inappropriate images, or misuse of recordings may be reported to relevant authorities.

DEFINITIONS

Company Kanga Sports Ltd and all authorised representatives acting on its behalf

Staff All employees, contractors, volunteers, apprentices, and work experience placements working for or representing Kanga Sports Ltd

Participant Any child, learner/delegate, or individual attending a Kanga Sports activity or session

Personal Device Any privately owned mobile phone, tablet, smart watch, camera, or electronic equipment capable of communication, recording, photography, or internet access

Work-Issued Device A device provided or authorised by Kanga Sports Ltd for work-related purposes

Wearable Device Technology worn on the body, such as smart watches or fitness trackers, that may include communication, recording, or internet capabilities

Authorised Photography / Recording Images or recordings taken using approved equipment and in line with parental consent, safeguarding, and data protection procedures

Confidential Information Any personal, sensitive, or safeguarding-related information relating to children, families, staff or Kanga Sports operations



Designated Safeguarding Lead (DSL) The member of staff responsible for overseeing safeguarding concerns and escalation procedures

Safeguarding Concern Any concern that a child or vulnerable individual may be at risk of harm, abuse, exploitation, or inappropriate conduct

Working Day Any weekday (Monday to Friday), excluding bank holidays