



G&T Events Ltd

(trading as Future Survival)

Mobile and smart technology Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: 3rd June 2025

Date of last update: 3rd June 2025

Date agreed and ratified by: 4th June 2025, Mr G Broadbent, Director

Date of next full review: 2nd June 2026

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Purpose

This policy sets out clear expectations for the use of mobile phones and smart technology (including smartwatches, tablets, and other internet-enabled devices) by staff, volunteers, and participants at Future Survival. It is designed to:

- Protect the safety, privacy, and wellbeing of children and young people.
- Prevent inappropriate use of devices on site.
- Support safeguarding and data protection obligations.

Scope

This policy applies to:

- All staff and volunteers
- Children, young people, and adult participants
- Visitors, contractors, and any third parties working on or accessing the site

Definition of Smart Technology

For the purpose of this policy, “smart technology” includes but is not limited to:

- Mobile phones
- Smartwatches
- Tablets
- Devices with built-in cameras, microphones, messaging apps, internet access, or GPS

General Principles

- The safety and privacy of all individuals on site is paramount.
- The use of personal devices must never compromise safeguarding, security, or the experience of other participants.
- We actively discourage the use of personal mobile devices during activities.

For Staff and Volunteers

- Staff and volunteers must keep personal mobile phones and devices **switched off or on silent and stored away** during sessions.
- Personal calls or messages must only be made on breaks and **away from children**.

- **Use of phones for photos, videos, or social media is strictly prohibited** unless authorised by management and using company devices for official purposes only.
- Smartwatches with messaging or camera functions must not be used while supervising children.

Emergency contact: In case of an emergency, staff may be contacted via the site's radio system or through the main reception phone.

For Participants (Children, Young People, and Adults)

- Participants are encouraged **not to bring mobile phones or smart devices** to sessions unless necessary.
- If devices are brought, they must be **kept in bags and not used during activities**, unless previously agreed with the session leader (e.g. for medical or communication needs).
- **Taking photos, videos, or sharing content** on social media while on site is not permitted unless authorised as part of an organised and risk-assessed activity.

Safeguarding and Privacy

- The unauthorised taking or sharing of photographs or videos of other participants or staff is strictly prohibited.
- Breaches may be treated as safeguarding concerns and will be escalated to the Designated Safeguarding Lead (DSL).
- We reserve the right to ask for devices to be switched off, stored securely, or confiscated temporarily (with parental contact where appropriate) if this policy is breached.

Visitors and Contractors

- All visitors are informed on arrival that mobile phone use is **not permitted in areas where children or young people are present**.
- Contractors working in child-accessible areas must follow the same expectations as staff.

Cyberbullying and Online Safety

- Any concerns regarding inappropriate messages, social media posts, or online bullying – whether on or off-site – will be taken seriously and dealt with in line with our **Anti-Bullying** and **Safeguarding Policies**.
- We work with external agencies (e.g. police or child protection services) where appropriate.

Policy Violations

Violations of this policy may result in:

- A verbal or written warning
- Restriction from bringing devices on site
- Suspension or exclusion from sessions or employment
- Referral to safeguarding authorities in serious cases