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Croydon Music & Arts Mobile Phone Policy

Version	Date	Author/Owner	Summary of Changes	Approved By
1	1/9/25	JR	New Policy	SLT
2	21/9/26	JR	Update following KCSiE	

Next Review Date	Review Frequency
1 September 2027	Every 1 year or sooner if required

1. Introduction and Aims

Croydon Music & Arts (CMA) is committed to providing a safe, positive and professional learning environment for all children, young people, staff, tutors, volunteers and visitors engaged in its activities.

We recognise that mobile phones and similar devices, including smartphones and smartwatches, are an important part of everyday life. However, inappropriate use can present risks to safeguarding, privacy, wellbeing and effective learning.

The aims of this policy are to:

- Promote the safe, responsible and professional use of mobile phones and personal devices.
- Safeguard children and young people attending Croydon Music & Arts activities.
- Provide clear guidance for staff, tutors, volunteers, pupils, parents/carers and visitors.
- Protect personal data and confidential information.
- Minimise disruption to teaching, rehearsals, performances and other learning activities.
- Support Croydon Music & Arts safeguarding, behaviour, data protection and online safety procedures.
- Align our approach to Department for Education (DfE) guidance issued to schools.

This policy applies to all Croydon Music & Arts activities, including:

- Centre-based lessons and ensembles.
- School-based music tuition delivered by, or in association with CMA.
- Performances, events, and organised trip with or in association with CMA.

Throughout this policy, the term *"mobile phone"* refers to mobile phones, smartphones, smartwatches and any device capable of communication, recording images, audio or video, or accessing the internet.

2. Roles and Responsibilities

Croydon Music & Arts Leadership Team

The Heads of Centres for Croydon Music & Arts are responsible for ensuring that this policy is implemented, monitored and reviewed regularly.

Staff, Tutors and Volunteers

All staff, including leadership, contracted and sessional teachers, support staff, freelance contractors, and volunteers are responsible for:

- Consistently applying this policy.
- Modelling appropriate device use.
- Reporting concerns relating to safeguarding, data protection or misuse of mobile devices.
- Following safeguarding and professional conduct requirements when using mobile technology.

Parents and Carers

Parents and carers are expected to support Croydon Music & Arts in implementing this policy and should use official Croydon Music & Arts communication channels when contacting staff.

3. Use of Mobile Phones by Staff and Tutors

Where children and young people are present, staff and tutors should avoid personal mobile phone use except in exceptional circumstances.

Staff and tutors must:

- Not use personal devices to take photographs, videos or audio recordings of children or young people.
- Use only authorised Croydon Music & Arts equipment for educational or promotional recordings.

Where staff are working across multiple venues and schools, mobile phone use for operational purposes may be permitted, including:

- Accessing timetables and registers (e.g. using Speed Admin)
- Emergency communication.
- Accessing professional teaching resources.

Such use must remain professional and appropriate at all times.

4. Use of Mobile Phones by Children and Young People

Children and young people attending Croydon Music & Arts activities may bring mobile phones for travel and personal safety purposes where necessary.

Unless specifically authorised:

- Mobile phones must be switched off or set to silent during lessons, rehearsals and performances – and kept hidden from sight, e.g. in a bag or clothing.
- Mobile phones must not be used once inside OASP, whether that is during lessons, rehearsals, or break time.
- Mobile phones must not be used in changing areas, toilets or other private spaces.
- Photography, filming or audio recording is not permitted without permission from Croydon Music & Arts staff.

Where misuse occurs, staff may require the device to be put away and may contact parents/carers where appropriate.

5. Smartwatches

For the purposes of this policy, smartwatches are treated in the same way as mobile phones where they:

- Receive messages or calls.
- Access the internet.
- Record audio or images.

Smartwatch use should not interfere with teaching, rehearsals or performances.

6. Safeguarding and Photography

The safeguarding of children and young people is paramount.

Staff, tutors, volunteers, parents/carers and visitors must not:

- Take photographs or recordings of children without appropriate consent and authorisation.
- Share images of young people through personal social media accounts.
- Use personal devices to store or transmit images of participants.

All authorised photography and recording must follow Croydon Music & Arts consent procedures and safeguarding guidance.

7. Parents, Carers and Visitors

Parents, carers and visitors attending Croydon Music & Arts activities are expected to:

- Respect safeguarding and privacy requirements.
- Follow instructions regarding photography and filming at concerts and events.
- Refrain from disrupting lessons, rehearsals and performances through mobile phone use.

Any authorised recordings taken at public performances must be for personal use only unless explicit permission has been granted.

8. Loss, Theft and Damage

Individuals bringing mobile phones or personal devices to Croydon Music & Arts activities do so at their own risk.

Croydon Music & Arts accepts no responsibility for loss, theft or damage to personal devices occurring during lessons, rehearsals, performances, organised trips, or travel to and from CMA activities.

9. Monitoring and Review

Croydon Music & Arts will review this policy every two years, or sooner if required by changes in legislation, safeguarding guidance or local authority policy.

The review will take account of:

- Safeguarding incidents.
- Feedback from staff, parents/carers and participants.
- Changes in Department for Education (DfE) guidance.
- Relevant local authority requirements.