

Purley Sports Club - Mobile Phone Policy for Coaches

At Purley Sports Club, we are committed to providing a safe, inclusive, and enjoyable environment for all members, particularly juniors. To ensure the highest standards of professionalism and safeguarding, this mobile phone policy outlines the expectations for all coaches when using mobile devices during club activities. This policy aligns with the safeguarding and best practice guidelines of the Lawn Tennis Association (LTA) and Sport England.

1. General Principles

- The primary focus of all coaching sessions must be the safety, well-being, and development of junior participants.
- Mobile phones and similar devices must not detract from coaching duties or participant engagement.
- Coaches are role models; their mobile phone usage should reflect professionalism, responsibility, and adherence to safeguarding standards.

2. Use of Mobile Phones During Coaching

- **Silent Mode:** All mobile devices must be switched to silent or vibrate mode during coaching sessions to avoid disruptions.
- **Limited Usage:** Personal calls, messages, or notifications must not be attended to during sessions except in emergencies or designated breaks.
- **Focus on Coaching:** Coaches are expected to remain fully engaged with their participants throughout the session and avoid distractions from mobile devices.

3. Photography and Filming

- **Prohibited Use of Personal Devices:** Coaches must not use personal mobile phones to take photographs or videos of junior participants.
- **Approved Equipment:** Any photography or filming required for coaching purposes must be done using club-authorized equipment.
- **Consent:** Written consent must be obtained from parents or guardians before any images or videos are taken, specifying their intended purpose and use.
- **Secure Storage:** All media must be stored securely and used only for the agreed purpose, following club and safeguarding guidelines.

4. Communication with Juniors

- **Official Channels Only:** Coaches must communicate with juniors only through official club communication platforms or channels, such as email or club-approved messaging systems.
- **No Personal Messaging:** Direct communication with juniors via personal mobile devices (e.g., SMS, WhatsApp, or social media) is strictly prohibited unless it is part of a safeguarding-approved arrangement.
- **Parental Involvement:** Parents or guardians must always be included in any communication involving juniors, ensuring transparency and safeguarding.

5. Emergency Use

- **Emergency Situations:** In case of an emergency, coaches may use their phones to contact parents, guardians, emergency services, or the club's Welfare Officer.
- **Participant Information:** Emergency contact details for juniors must be readily available through club records or designated safeguarding protocols, minimizing reliance on mobile devices.

6. Safeguarding and Confidentiality

- **Confidential Information:** Coaches must ensure that sensitive participant information, such as medical details or personal contact numbers, is handled confidentially and not stored on personal devices unless explicitly authorized.
- **Reporting Concerns:** Any safeguarding concerns involving mobile phone use must be reported immediately to the club's Welfare Officer or Head of Coaching in line with the club's safeguarding policy.

7. Social Media Usage

- Coaches must avoid engaging with juniors on social media platforms unless explicitly approved for coaching or club-related activities and monitored appropriately.
- Social media interactions should be professional and transparent, adhering to safeguarding guidelines.

8. Breach of Policy

- **Consequences:** Any breach of this policy will be taken seriously and may result in disciplinary action. This could include suspension, removal of coaching duties, or termination of employment, depending on the severity of the breach.
- **Investigation:** All breaches will be investigated thoroughly, and outcomes will be documented in line with the club's disciplinary procedures.

9. Policy Review and Updates

- This policy will be reviewed annually or in response to new safeguarding guidance from the LTA, Sport England, or other relevant authorities.

10. Safeguarding Contacts

- Coaches are encouraged to familiarize themselves with the club's safeguarding procedures and key contacts:
 - **Club Welfare Officer:** Ian Yull, 07748 946461, theyullfamily@btinternet.com
 - **Club Manager:** Ryan Whiteley, 0208 6600608, manager@purleysports.co.uk

By adhering to this mobile phone policy, coaches at Purley Sports Club ensure a safe, professional, and respectful environment for all junior participants. All coaches must

acknowledge and comply with this policy as part of their commitment to safeguarding excellence.

For further questions or clarification, please contact the Club Welfare Officer or Head of Coaching.