

# **balletLORENT Children and Young People Personal Digital Device Policy**

## **Introduction**

balletLORENT is committed to safeguarding the welfare of all children, young people, and adults who engage with our work. Online safety is an important part of safeguarding and includes the use of mobile phones, tablets, computers, smart watches, and other personal digital devices.

## **Aim**

This policy promotes safe and appropriate use of personal digital devices by establishing clear expectations and acceptable-use guidelines for children, young people, staff, and parents / carers.

## **Definitions**

**Personal Digital Devices (Devices):** Mobile phones, tablets, computers, smart watches, gaming devices and similar personal technology.

**Staff:** All balletLORENT employees, freelance workers, contractors, and volunteers.

**Children and Young People:** Anyone aged 18 or under participating in balletLORENT activities.

## **Use of Personal Digital Devices by Children and Young People**

We recognise that parents / carers may wish their child to bring a personal digital device to balletLORENT activities. These devices can help children and young people feel safe, allow contact in emergencies, and enable parents / carers to stay in touch or monitor their child's location.

However, personal digital devices can also be distracting and may be lost, damaged, or stolen. They can expose younger participants to content that is inappropriate for their age and may affect engagement in activities.

To maintain a safe and focused environment, the use of personal digital devices is restricted in all balletLORENT spaces before, during, and after sessions.

## **General Expectations**

Children and young people should not use personal digital devices while participating in balletLORENT activities unless an exception outlined in this policy applies.

Devices brought into balletLORENT spaces should be stored securely in a bag or coat pocket set in silent or vibrate mode. Devices should not be kept on your person during balletLORENT activities.

Participants may also hand devices to a member of staff for safekeeping. Staff will secure devices in a secure, locked location. Devices should be clearly labelled with the owner's name, or identifiable by other means.

Where a child or young person is expecting an important call or message, a device may be left switched on and handed to a member of staff. In such cases, it must be set to silent or vibrate mode.

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Any device handed to staff is left at the owner's risk. balletLORENT accepts no responsibility for loss, theft, or damage to personal digital devices.

Staff may ask participants to put devices away if they are being used inappropriately. Continued misuse may result in temporary confiscation, with the device returned at the end of the session. Parents / carers will be informed where appropriate.

### **Reasonable Adjustments**

balletLORENT recognises that some children and young people may need to use personal digital devices as part of a reasonable adjustment, for example in relation to disability, SEND, neurodiversity, health needs, or essential family contact.

Parents / carers should discuss any requirements with the Education and Projects Manager in advance.

Where devices are used as part of a reasonable adjustment, they should be used solely for that purpose and in a way that minimises disruption to others. This may include:

- Using headphones where appropriate.
- Accessing content in a designated quiet space.
- Staff monitoring device use to ensure suitability and safety.

Children and young people must not encourage or allow others to view or engage with content on their devices.

balletLORENT reserves the right to restrict device use if content, behaviour, or usage is considered inappropriate or disruptive.

### **Photography and Video Recording**

Photography or filming of participants using personal digital devices is not permitted in balletLORENT spaces.

Photography or filming that does not include people may only take place with prior permission from balletLORENT.

Images or recordings taken within balletLORENT spaces must not be shared on personal social media accounts, websites, or other platforms without prior permission.

Where projects involve photography, filming, or digital media creation, balletLORENT will provide appropriate equipment and guidance. balletLORENT devices must only be used for activity directly relating to projects that children and young people are participating in, as authorised by staff.

### **Emergency Contact**

Parents / carers can contact children and young people attending balletLORENT sessions through the dedicated Education Mobile:

**07308 160 383**

If this number is unavailable, please contact the balletLORENT office:

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**0191 233 1811**

### **Parents and Carers Responsibilities**

Parents and carers play an important role in helping us maintain a safe and positive environment for all children and young people attending balletLORENT activities. We ask for your support in implementing this policy. If you have any questions or concerns, please contact the Education and Projects Manager.

To minimise disruption and support safeguarding, parents and carers are requested to limit the use of personal digital devices to reception and waiting areas wherever possible.

Anyone bringing a personal digital device into balletLORENT spaces is responsible for ensuring that it does not contain inappropriate, offensive, or illegal content.

### **Staff Responsibilities**

Staff are expected to model good practice in the use of their own personal digital devices.

Staff personal devices should only be used in the presence of children and young people when necessary for work purposes or in response to an urgent personal matter. Devices should be kept on silent or vibrate mode and used discreetly.

Staff should monitor the use of personal digital devices by children and young people and intervene if a device is being used inappropriately, is causing distraction, or may be at risk of loss, theft, or damage.

Where misuse by children and young people continues, staff may temporarily confiscate a device until the end of the session.

Staff must never use personal devices to contact participants or parents / carers, nor share personal contact details. All communication must take place through authorised balletLORENT communication systems and company devices.

Any safeguarding concerns relating to personal digital device use must be reported immediately to the Designated Safeguarding Officer in accordance with the balletLORENT Safeguarding Policy.

Reviewed: June 2026

Next Review Due: June 2027