

Swindon School of Gymnastics - Safe Use of Personal Electrical Devices Policy

Document Owner: Swindon School of Gymnastics

Approved by: Management Team

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Contact / Reporting: info@ssegymnastics.com

Applies to: Staff, coaches, volunteers, members, gymnasts, parents/guardians, contractors, and visitors

1. Purpose

The purpose of this policy is to ensure the safe use of personal electrical devices on the premises of Swindon School of Gymnastics, reducing the risk of fire, injury, electrical hazards, safeguarding breaches, and disruption to gymnastics activities.

2. Scope & Definitions

Personal Electrical Devices (PEDs) include mobile phones, tablets, laptops, smartwatches, headphones, power banks, chargers, gaming devices, and any personal mains-powered items.

E-bike and e-scooter charging or storage is strictly prohibited.

. General Principles

1. Safety comes first.
2. Only safe, undamaged equipment may be used or charged on site.
3. Devices must not interfere with session safety, safeguarding, or coaching instruction.
4. Staff may stop the use of any device at any time if it poses a risk.

4. Acceptable Use

4.1 On-Site Charging

Charging is allowed throughout the premises provided:

- Only manufacturer-approved chargers and cables are used.
- Devices are placed on hard, flat, ventilated surfaces.
- Charging is supervised at all times.
- No charging on soft furnishings, mats, foam pits, or flammable materials.
- Walkways and exits must remain clear.
- No overloaded sockets or daisy-chained extension leads.

5. Electrical Safety Requirements

- No damaged cables or devices may be used.
- Staff may inspect items if safety concerns arise.
- Unsafe devices must be disconnected immediately.
- Power banks must be in good condition.
- Travel adaptors are for temporary use only.

6. Fire Safety

If a device overheats, smokes, or emits a burning smell:

1. Turn off power if safe.
2. Move people away and alert staff.
3. Follow fire evacuation if instructed.
4. Do not move a burning device; close doors and inform staff.

7. Safeguarding & Photography Rules

- No photography or recording in changing areas or toilets.
- Recording during sessions is prohibited unless authorised and compliant with consent rules.
- Staff may request deletion of images that violate safeguarding policy.

8. Guest Wi-Fi Usage

Guest Wi-Fi is available. Users must:

- Connect only to the approved network.
- Avoid attempting access to staff systems.
- Refrain from downloading harmful or illegal content.

9. Data Protection

- Personal devices must not store confidential gymnast data without authorisation.
- Unapproved sharing or storing of training footage is prohibited.
- Breaches must be reported to wendy@ssggymnastics.com.

10. Additional Requirements for Coaches & Staff

- Only approved apps and systems may be used.
- No personal messaging with gymnasts unless approved by parent.
- Devices must be locked and secure.

11. Accessibility & Medical Devices

Medical devices requiring charging are permitted with an individual risk assessment.

12. Incident Reporting

Incidents such as unsafe devices, electrical issues, or safeguarding concerns must be reported to info@ssggymnastics.com / Wendy@ssggymnastics.com

13. Enforcement

Failure to follow the policy may result in device removal, session exclusion, or further action.

14. Review

The policy will be reviewed every 12 months.

15. Summary

- Charging allowed—must be safe.
- No e-bike/e-scooter charging.
- No recording unless permitted.
- No unsafe chargers or overloaded sockets.