

## Electronic Device Policy during International Youth Weeks/Connect

### Purpose

Capernwray's Connect and International Youth Weeks are a great place to receive Christ-centred Bible teaching, form lifelong friendships and have a week filled with fun. Whilst Capernwray believes that technology has many excellent benefits, we think that the best way to enjoy this is in a device-free environment in order to encourage full engagement with our busy and fun programme, without the pressures and distractions that technology can bring. Experiencing Christ-centred community is something we value very highly at Capernwray and we believe that technology, when used poorly, could significantly reduce this.

Capernwray is also committed to providing a safe environment for all guests. With the increased use of technology comes the increased risk of cyber-bullying or distribution of inappropriate images. A device-free environment aims to protect children from abuse, harm or distress as a result of technology.

Therefore, guests at Connect and International Youth Weeks are not permitted to have electronic devices with them for the duration of their stay. This document outlines how Capernwray intends to collect and store guests' devices while they are with us.

Capernwray also recognises the benefits of technology for keeping in touch with family and friends and for taking pictures of the memories. We also recognise there may be good reasons for having access to a phone for those with additional needs or medical conditions. Capernwray wants to help each individual enjoy their time with us, therefore there are further details below explaining how Capernwray will endeavour to reduce the negative impact of removing devices.

If any guest or parent/guardian should wish to talk to a member of staff about any part of this policy, they are welcome to contact our Holidays Administrator, Marie Gildea at [holidays@capernwray.org](mailto:holidays@capernwray.org) or +44 1524 738001.

### Terminology

**'Child'** or **'Young Person/people'** or **'Guest'** refers to a guest between the ages of 10 and 18 inclusively at Connect or International Youth Weeks.

**'Electronic Device'** includes, but is not limited to, mobile phones, tablets, smart watches and laptops.

**'We'** refers to CMFOT (The Capernwray Missionary Fellowship of Torchbearers)

### Collection and distribution

Upon arrival at Capernwray, each guest should check-in at Reception, where any device is to be handed over to a designated member of staff. Guests, particularly those travelling without a parent/guardian, will be encouraged to contact home before their device is stored. Each device will be turned off, placed in a labelled bag, organised by room and locked in a secure room where access will be restricted. By collecting in the devices for the duration of the holiday, Capernwray reduces the risk of devices being mishandled, as may be the case if redistributed each day.

## **Charging**

We will be unable to charge any device, therefore we recommend guests bring theirs with enough charge should it be needed, for example, for safety in returning home. Each device will also be turned off whilst stored with us to limit battery loss. Capernwray simply does not have the facilities to charge every device whilst it is stored with us, however in special circumstances should a phone be needed that does not have sufficient charge, we will make every effort to support any guest with this.

## **Contacting home**

Staying away from home alone, possibly for the first time, can be a scary time for any young person and we understand that some guests might miss home while they settle into their holiday at Capernwray. We encourage them to talk to leaders on the first evening if they have any problems, including homesickness or not feeling well. Should a guest wish to contact home they will be permitted to do so at any reasonable time and in an emergency with the help of a staff member. While we will never stop children from phoning home, we suggest they talk to a leader, particularly at night, before they need to call you at home to explain a situation. We would like to listen and take whatever steps might be needed here at Capernwray to resolve problems rather than having parents who are miles away wondering what they can do from a distance. It would encourage them to talk to the leaders in the middle of the night rather than waking you up. If your child should require regular contact with home due to homesickness or anxiety or other reasons, we will help make this possible.

Additionally, should parents/guardians wish to contact their child they can do so by calling reception (+44 1524 733908) or our 24hr Emergency Phone (+44 1524 738002).

## **Exceptions**

We understand that there are always very reasonable reasons or exceptions as to why a guest may need to keep their electronic device. This could include the use of medical monitoring apps for example for diabetes or for those with additional sensory or learning needs. Any parent/guardian can contact our Holidays Administrator, Marie Gildea, at [holidays@capernwray.org](mailto:holidays@capernwray.org) if they would like to discuss any additional needs of their child. Each request will be discussed, in collaboration with the parent/guardian, on a case by case basis and if required guests may on these occasions be supported to keep their devices with them as needed throughout their stay.

## **Insurance and Liability**

While we make every effort to keep stored electronic devices safe, we cannot take responsibility for any accidental damage, loss or theft. We recommend parents/guardians check their household/contents insurance policies to check if the device(s) are covered for such incidents. Alternatively, we recommend considering whether guests need to bring a device at all. If it can be left at home, we recommend leaving it at home.

## **Taking Pictures**

We understand that phones and their cameras are used to make and share memories with friends and realise that the loss of this is a negative implication of the device policy. As such we commit to taking photos of the holiday weeks and sharing it with guests at the end of their holiday, whilst

also honouring the photo consent choices received as a part of the booking form and/or the parental consent form. For more information on how we take, use and store your data, please see our [data protection](#) and [privacy](#) policies. In addition, cameras that have no communication or game functionality are permitted, for example, digital or disposable cameras

### **Trip day**

International Youth Weeks involve a trip to a nearby town. We recognise the importance of phones for safety and navigational purposes on these trips. As such, mobile phones will be returned to each guest before boarding the coach and collected back in upon return to Capernwray.

### **Staying Over**

Those staying at Capernwray for multiple weeks will have their electronic devices returned to them on the departure day of each Youth Week and must hand it in at reception again on arrival day of each Youth Week.

Those staying for Teen Street should check their [website](#) and contact them with any questions.

### **Bibles**

Having a Bible on your phone can be very convenient. As mobile phones will not be allowed during the holiday, we encourage all guests to bring a paper Bible. If a guest does not have one and would like to borrow one, Capernwray will have Bibles available for use in English, German and Spanish. English Bibles will also be on sale in our bookshop.

### **Paying for the beehive and/or bookshop**

Many guests may use the apple or google pay functionality on their electronic device for making purchases in the beehive (coffee shop) and bookshop. Should guests wish to purchase anything we recommend remembering a physical debit or credit card or bringing cash. There are no cash machines on site, though it may be possible to access a cash machine during the trip day on International Youth Weeks.

### **Alarm Clocks**

Electronic devices are regularly used as alarm clocks for the morning. Capernwray will provide an alarm clock in each room. Additionally, any guest is permitted to bring their own alarm clock should they prefer.

### **Breach of rules**

Should a device be found on a guest that was not turned in on arrival day or after trip day, the device will be immediately confiscated and a parent/guardian will be contacted. Confiscated devices will then be stored in keeping with the terms described earlier in this policy.