

## Statement of intent

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phones and cameras around children

## Aim

Our aim is to:

- Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

## Mobile Phones

- The organisation allows staff / volunteers to bring in personal mobile telephones and devices for their own use. Under no circumstances does the organisation allow a member of staff / volunteer to contact a parent/carer using their personal device.
- Users bringing personal devices into the centre must ensure there is no inappropriate or illegal content on the device.
- All staff / volunteers must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Staff / volunteer bags should be placed in their lockers or individual offices.
- Mobile phone calls may only be taken at staff / volunteer breaks or in staff / volunteer members' own time and in the staff room / individual offices.
- If staff / volunteer, have a personal emergency, they are free to use the organisations phone or make a personal call from their mobile in the designated staff / volunteer areas.
- If any staff / volunteer has a family emergency or similar and is required to keep their mobile phone to hand, prior permission must be sought from the project manager. Alternatively, they may leave their mobile with the reception staff.

**All service users will not be allowed to use their mobile phones** within any of GOAL session. All staff / volunteers must challenge service users if they see them using their phone or should alert their line manager if necessary.

We are happy for them to use their phones in a separate room if required.

- During group outings nominated staff / volunteers will have access to the setting's nominated mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff / volunteer to be vigilant and report any concerns to their line manager.
- Concerns will be taken seriously logged and investigated appropriately (see Whistle blowing Policy).

- The head of organisation may ask to check the image contents of a member of staff / volunteers' mobile phone should there be any cause for concern over the appropriate use of it.

### **Cameras**

Photographs taken for the purpose of recording a child or adults learning experiences, participating in activities or celebrating their achievements is an effective form of recording their progression in learning. However, it is essential that photographs are taken and stored appropriately to safeguard children and adults.

All children and adults should have relevant permissions in place for photographs of any sort. The photographs should be deleted when no longer required.

- Only the designated manager's cameras are to be used to take any photo within the setting or on outings.
- Images taken on tablets / organisation camera's must be deemed suitable without putting the children/adult in any compromising positions that could cause embarrassment or distress.
- All staff / volunteers are responsible for the location of their camera; this should be placed in a keypad protected office when not in use.
- The tablet / camera must be locked away at the end of every session.
- Images taken and stored on the tablet / camera must be downloaded as soon as possible, ideally once a week.
- Failure to adhere to the contents of this policy may invoke the Disciplinary Policy to be followed.

The policy was adopted on May 2019

Reviewed: 5<sup>th</sup> September 2025

Review date: September 2026