



Hilldrop Area Community Association

Mobiles Phones and Cameras Policy

May2021

Policy No. 11	This policy was adopted by HACA in June 2018 and will be reviewed at least every 2 years.	Date of Review: May 2021
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It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, thus in turn eliminating the following concerns:

- a) Staff being distracted from their work with children or vulnerable adults
- b) The inappropriate use of mobile phone cameras around children or vulnerable adults

Mobile Phones

- Under no circumstances does HACA allow a member of staff to contact any users, children, or parents/carers using their personal device.
- Hilldrop Play Project and Under Fives Services requests that staff secure personal mobile phones and cameras with their belongings and do not use or access during sessions times.
- All Staff bringing personal devices into work must ensure there is no inappropriate or illegal content on their devices.
- All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Staff bags should be placed in cupboards unless requested by the Manager or Leader to move them to another appropriate location.
- Visitors to the Play Project, including parents collecting their children, are instructed to keep their mobile phone in a bag or pocket.
- Mobile phone calls may only be taken during staff breaks or in staff members' own time away from the service provision.
- If staff have a personal emergency they are free to use the organisations landline telephone or make a personal call from their mobile away from the designated area of the setting.
- If any Play Project staff member has a family emergency or similar and is required to keep their mobile phone to hand, prior permission must be sought from the Manager.

- During group outings, nominated staff will have access to a company mobile phone agreed by the setting, which is to be used for emergency purposes only and must not be used to make personal calls at anytime.
- It is the responsibility of all members of staff to be vigilant and report any concerns regarding the use of mobile phones to the Play Project Manager or Deputy, Centre Manager or Board of Trustees. Concerns will be taken seriously, logged and investigated appropriately
- The Manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

Cameras and photos

- Images will not be used for promotional or press releases unless the subject has consented, or in the case of under-18s - parents / carers have also consented.
- Those taking photos, including staff / volunteers must identify themselves.
- Children and young people can only be photographed if written permission of parents / carers is given on each occasion. (See photo consent form)
- It is not the intention to prevent parents or carers from taking pictures, but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography or filming.
- No one is permitted to photograph or record images in the following areas: changing areas, toilet areas or where children/adults are more vulnerable.
- Professional photographers will be required to have formal identification which must be worn at all times.
- Unseen and unsupervised access to children, young people, vulnerable adults or one-to-one photo sessions are prohibited.
- Photo sessions outside the organisation's activities or at a child's or young person's home are not allowed.
- Any concerns regarding inappropriate or intrusive photography or filming should be reported to the centre manager, play project manager or trustees
- Use of cameras and video equipment can be a legitimate learning or training aid. Children, young people and parents/carers should be made aware that this is part of the learning / training.
- Images will not be kept for longer than is to be considered necessary and will then be deleted.
- No images will be taken off site unless prior consent has been given by the Head of Centre.
- The Head of Centre reserves the right to view any images taken and/or to withdraw or modify a member of staffs' authorisation to take or make images at any time.
- Any memory stick, CD or storage device containing images of children to be taken off-site for further work should be suitably encrypted.