

Mobile Phone and Camera Policy



- All staff must ensure that their mobile telephones are left inside their bag or locker during working hours.
- All staff should provide the club's phone number for friends and family to contact them in an emergency.
- If any staff member has a family emergency and require to keep their mobile close at hand then senior management must be consulted and give permission for this to happen and will need to assess and manage the risk.
- Under no circumstances must cameras of any kind be taken into the bathrooms.
- Club's cameras can be used in settings but must not be removed from the club's premises.
- Photographs from the club's camera can only be uploaded to the club's computer.
- All computers and cameras in the club, including those on staff mobile telephones can be subject to scrutiny at any time by the safeguarding officer or senior manager.
- Any staff member, volunteer or student found to be non-compliant with this policy would face disciplinary action.
- Any member of staff who is aware of another individual in the club not abiding to this policy must report it to the senior management. Failure to do so will result in disciplinary action.
- Parents and Carers are not permitted to use cameras to take photos or film children while accessing the setting.
- Policy must be adhered to by all visitors, parents & carers.

Reviewed 10/04/2017