Mobile Phone, Camera and all Electronic Recording Devices Policy



* All staff must ensure that their mobile phones, cameras and electronic recording devices 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 or electronic recording device 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 mobile phones, cameras or electronic recording devices 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, cameras and electronic recording devices 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 or other electronic recording devices to take photos, film or audio of children while accessing the setting.
* Policy must be adhered to by all visitors, parents & carers.

Reviewed January 2024