



Mobile Phone & Camera Policy

The use of the word 'camera' refers to any type of recording, filming, photographic equipment.

OSCARS fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by everyone: staff, children and parents. Abiding by the terms of the club's mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

Staff use of mobile phones

Staff must not bring cameras to OSCARS

Personal mobile phones belonging to members of staff are kept the locker provided during working hours.

If a member of staff needs to make an urgent personal call they can use the club phone or make a personal call from their mobile in the kitchen after consultation with the Manager.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Manager or Deputy.

Under no circumstances may staff use their personal mobile phones to take photographs at the club during working hours. Staff may bring mobile phones on outings to ensure communication with other staff members when groups separate as part of the activities for that day. They are reminded they must not use them to take photographs whilst out, the club camera will be taken.

Children's use of mobile phones

Children must not bring cameras to OSCARS

Whilst we understand that some children have mobile phones, we actively discourage them from bringing their phones to OSCARS.

Should they bring them they will be asked to leave them in their bag and reminded not to use them. The club does not accept any responsibility for loss or damage to mobile phones brought to the club by children.

Children must not use their mobile phone at OSCARS, if they should need to speak to their Parent or Carer they can seek permission to use the club phone. Children must not use their mobile phone to take photographs of any kind whilst at the club. If they want a photograph of a particular activity they can ask a member of staff to take one using the club camera.

Visitors' use of mobile phones

Parents and all other visitors must not use their mobile phone – or any other device - to take photographs within the club. This includes taking photographs of their own children. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the club camera.

Outside Organizations

Organizations employed to run workshops at OSCARS may at times request evidence of their work.

- They will not be permitted to take photos or make videos without first requesting this in writing from the manager.
- The request must be in time for the manager to seek permission from the parent, carers and the children who may be involved

Related policy:

Child protection policy.

Date first adopted by OSCARS management committee	25.02.2015
Date of latest review	23.02.2015
Review signed on behalf of OSCARS	C. Mumby
Position	Chairperson