

## **Mobile Phones and Camera Policy**

### **Cameras**

It is not the intention to prevent parents/carers from taking pictures, but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography/filming.

No one is permitted to photograph or record images in the following areas:

- Changing areas
- Toilet areas
- Children /young people can only be photographed if permission of parents/carers is given
- Those taking photos, including staff/volunteers must identify themselves
- Staff will only use designated equipment for taken photos and video footage of the children with parents permission for use on social media and the website.
- Official photographers will be required to have formal identification, which must be worn at all times
- Children's/young people's images will not be used for promotional or press releases unless parents/carers have consented
- Unsupervised access to children/young people or one-to-one photo sessions are prohibited
- Photo sessions outside the organisation/organisation's activities or at a child's/young person's home are not allowed
- Personal details which might make a child/young person vulnerable, for example, address, email address, phone number, should never be revealed.

### **Mobile phones**

- Parents, carers and visitors are requested not to use their mobile phones while on the premises. Staff will remind parents of the policy by asking them to leave the activity room and take calls in the foyer or outside when necessary.
- Parents are also requested to avoid giving their children access to their mobile phones for other activities particularly any that involve access to the internet.
- Staff will only use phones to play music or to take photos of the students with parental permission for intended use of marketing on social media and the website.
- Teaching staff mobile phones should be kept in bags and used only when staff are on break time in the staff room or outside the setting.
- Staff are not permitted to use their personal mobile phones for contacting J4K Performing Arts' families outside the setting in a professional capacity.
- J4K Performing Arts mobile phone should be used for staff expecting a personal call or as an emergency contact and the J4K Performing Arts mobile may be used when working off site.