



Dringhouses Out of School Club Policies and Procedures

Photography, Videos, Mobile Phones and Electronic Game Consoles

Policy statement

At DOOSC we are committed to safeguarding and promoting children's welfare, and therefore understand and consider the use of personal electronic devices, such as cameras, video recorders and mobile phones, as well as children's Gaming Consoles.

Procedures

The types of photographs which are likely to be taken are of children participating in various activities. Only staff and children (under close supervision of staff) will take photographs and videos. Parents are not permitted to take pictures whilst in the setting.

Within the setting photographs can be used within a child's development folder, on the settings display boards, or as part of a slideshow on a laptop or digital photo frame within the setting. If students wish to take photographs of children as part of their academic study, separate permission must be granted by the parents/carers involved before the images are used for that purpose.

Cameras are not permitted at all in toilets or changing areas.

All images will be stored on computers/storage devices belonging to the setting which will be kept in a locked cabinet or that is password protected. No images will be stored where they can be accessed through the internet, apart from the setting's Websites or Social Media pages where prior permission has been sought. Images may be stored electronically for a maximum of one year, after which time they will be deleted. This will be reviewed on a regular basis.

Special Events – Parents/carers and staff known to the setting will be permitted to take photographs with prior permission.

Publicity – consent must be requested for any photographs to be used for publicity.

No photographs must be taken on personal mobile phones at any time (however the Club phone may be used).

Staff Mobile Phones

Staff mobile phones must be locked away, or stored securely, until a break time or when they finish work. Staff will be able to give the club telephone number to people who may need to contact them in the event of an emergency during working hours. If an emergency arises and the manager agrees for a staff member's personal mobile phone to be used, he/she will move away from the children and find a quiet area within the school.

Work Mobile Phone(s)

At all times, the work phone will be carried by a member of staff. This prevents the unlikely event of an unwanted user getting information held on the device.

All staff are welcome to answer the club phone. A standard way of answering the phone(s) will be used: "Good Morning/Good Afternoon/Hello DOOSC".

In the event of the member of staff not able to answer the person's query, they will ask the person to hold until they put on the manager or person in charge.

Parent Mobile Phones

Parents/carers are also requested to refrain from using their mobile phones in the club. Notices are displayed in the entrance to the setting regarding the use of personal mobile phones. Staff reserve the right to refuse entry of a parent/carer who is using a phone until they have finished using the device.



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Video Recording Equipment and Electronic Devices

Only cameras and iPad specifically bought for the setting should be used. Children are kindly requested not to bring mobile phones, cameras or any image taking device into the setting at any time. Any such requests for children to bring these items into the club must be made in writing to the manager. Game Consoles are used by the children in the setting on a trust basis – children are made aware that images or videos cannot be taken on these electronic devices.

The use of mobile phones and cameras in the club forms part of the risk assessment process to allow staff to review the club policies and procedures to ensure that children are safeguarded.

Permission for taking photographs and videos must be included on registration forms. A note will be made about children who are not permitted to be photographed so that it is easy for staff to distinguish from the children who are permitted to be photographed.

This policy was reviewed at a meeting of	D.O.O.S.C.
Held in:	April 2024
To be reviewed in:	April 2025
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager