

**Policy Dec 2014**  
**Review Dec 2015**  
**Author Jocelyn Owens**

## **USE OF MOBILE PHONES AND CAMERAS (photography policy)**

If there is a need for photographs to be taken for use on the website or on flyers or notice boards for advertising events, the Family Forge will always get the written permission of those appearing in the photographs stating their willingness for The Family Forge to use the photographs in this way. See the Images permission form below. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records under any circumstances. ( See below for rules for parents).

### Procedures

- Under the Data Protection Act 1998, the Family Forge seeks parental consent to take photographs and use video recorders. Photographs will be stored on Family Forge Trustee PCs only and these are password protected.
- The Family Forge images must not be used other than for official Family Forge purposes.

Often photographs may contain other children in the background. Staff must ensure that permission has been given by parents for the photographing of all children in the photograph.

Parents will be permitted to take photos/ videos on condition that they do not put them on to the internet or on any social networking site. Parents will be informed of this on membership to The Family Forge and there will be signs on site for occasional visitors / users.

Mobile phones have inbuilt cameras and staff are not to have them about their person during the day unless they are switched off. If a member of staff is expecting an urgent call or they need to be contacted in an emergency then they must leave their phone at the reception desk and take the phone call there if their phone rings.

- **Cameras and mobile phones are prohibited in all toilet and changing areas**

**Signs on site will remind the public of this.**

**The Activity manager will inform parents before any public event that the use of any electronic photography equipment (videos, cameras, mobile phones, etc) will be strictly for personal use. Under no circumstances shall**

**any image or video be posted or texted on to the internet or social networking site of any description. (*To be confirmed on approval of the minutes*)**