# berkshirephablogo_large

Berkshire Phab Centre

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# Mobile Phones and Camera Policy

## **Policy Aims**

Phab is committed to always provide a safe environment where our staff, members, volunteers, carers, parents/guardians are protected from their images being recorded and inappropriately used. Our aim is to provide this clear policy guidance on the acceptable use of mobile phones and cameras so that that all parties concerned fully understood and adhered to it without exceptions.

**Mobiles**Phab’s paramount and highest priority is to ensure the safety, welfare, and protection, of all our staff, volunteers and members is not compromised. Therefore, we operate a no mobile phone, camera and video enabled device policy at Phab. This policy also seeks to protect our staff against possible allegations. So, we instituted these clear procedures in place so everyone would respect them to help us promote the safety, wellbeing and security of parties involved in our club.

We emphasize that all staff, volunteers and carers always be attentive during work hours to ensure our members are provided with good quality support services.

Therefore, private mobile phones must not be used during working hours.

* Staff, volunteers, carers, parent/guardians, contractor and students on work placement are prohibited from using their private mobile phones and any image recording equipment within Phab centre.
* Mobiles phones may only be used on designated areas where our members are not present.
* All mobile phones and any image recording equipment must be switched off during working hours and locked away with staff belongings
* Anyone with the audacity to bringing personal devices into Phab must ensure they don’t contain any inappropriate or illegal content on them
* The onus is on anyone accessing Phab’s entrance door to switch off their mobile phones and any device that is camera and video enabled. The centre manager reserves the right to expel anyone caught using their mobile phone or any camera and image recording device and will report the matter to safeguarding and the police.
* No staff, volunteer, carer, parent/guardian, contractor and student on work placement is allowing to take any of our member’s contact details or contact them on their personal device and any social media platform except if blood related.
* Staff members must ensure that the Manager has their up to date contact information and that their families are aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
* No mobile phone must be used to take photographs or videos of any of our members, staff or any area of Phab without the approval of the manager. Anyone caught doing so will be expelled and an official complaint made to the relevant law enforcement authorities
* Staff members will be allowed to use the office phone to make business and emergency calls only The Manager will be rigorously checking this is adhered to.
* If staff members have a personal emergency or similar situation, they may be able to use Phab’s office phone if permitted by the manager. If this is impossible, the manager may grant permission for the individual concern to make a personal call from their mobile in the designated staff area.
* No mobile phone, camera and video enabled device is allow in toilets and changing room with any of our members
* All Phab Staff are charged with the responsibility to be vigilant and report any concerns to the manager. And all concerns will be taken seriously, logged effectively and efficiently investigated and appropriate action taken accordingly.
* The Manager reserves the right to check the image contents on the mobile phone or camera and image recording device of the individual reported. Should inappropriate material be found, the manager will immediately seize the phone, contacted safeguarding team and the police, to whom he/she will surrender the phone as exhibit. Phab will regard such act as gross misconduct, involve its relevant policy guidance and take appropriate measures for dismissal
* During group outings, pantomime and other outdoor activities, the manager or a nominated staff member will have access to Phab official mobile phone which can be used for emergency purposes only. This mobile phone MUST not have a camera on it.
* Ideally, Phab’s official mobile should be used on outings however in the event that is unavailable staff and carers may use theior personal mobiles for emergency use only
* All parent, carers, contractors and students on work placement are bound to follow this policy.

# Camera Official photographs taken by Phab are for the purpose of recording our members or groups of our members’ individual achievements, progression and participation in activities. Essentially, Phab wish to confirm that all photographs taken are securely stored appropriately to safeguard the confidentiality of our members and staff.

1. Only Phab’s official camera should be used to take any photo within the Phab’s premises and or outings.
2. Images taken on this camera must be deemed suitable without putting the our members and staff safety, dignity and wellbeing been compromised
3. Ideally, images taken and stored on Phab’s official camera must be downloaded as soon as possible the manager or a nominated competent individual onto Phab’s official computer.
4. Both the manager and Phab staff are responsible to make sure Phab’s official camera is kept in a prominent and secure location inaccessible to non Phab staff.
5. Under no circumstances must cameras of any kind be taken into the bathrooms with any of our members. Should official photographs of our member’s washing their hands needed to be taken in a bathroom, prior consultation with the chair of trustees must be sought first and clearance given before the activity is supervised by the manager. At all times the camera must be placed in a prominent secure place where it can be seen.

Failure to adhere to the requirements set in this policy will lead to disciplinary procedures being invoked and a dismissal.

This policy is strategically part of our Safeguarding Policy.

## **Phab hiring a professional photographer**

## **Statement of intent**

Phab will ensure that any professional photographer hired to record any event will be prepared to work according to the terms of this policy document and the following guidlines

* In the context of data protection legislation, the photographer will be considered a ‘data processor’ and an agreement with them will be in accordance with the Data Protection Act 1998.
* Photographers will only be used where they will guarantee to act appropriately to prevent unauthorised or unlawful processing of images; and will ensure against accidental loss or destruction of, or damage to, personal data.

## **Procedures**

Photographers must sign an agreement with Phab before permitted to take images of our members and staff. This is so to ensure:

* Compliance with the Data Protection Act 1998.
* Images must only be used for a specified purpose agreed by Phab and not for any other context.
* Images must not be disclosed to any third party unless agreed by Phab as a specific requirement to fulfil the requirements of the agreement. Such use will also be subject to trustees and parental permission.
* Only reputable photography agencies and or professional photographers will Phab hire and authentic evidences of their professional registration must be seen and verified by the manager.
* Photographers hired by Phab will be subject to several lawful checks and may include Criminal Record Bureau checks to authenticate suitability. Should there be any concerns in respect of the character of the photographer, hire will be refused.
* Upon arrival at Phab center, photographic identity will be verified and an appropriate levels of supervision given at all times. No unsupervised access to our members is allowed. Any reasonable concerns will be reported to the police

## **Legal Framework**

This policy complies with the requirements of the Data Protection Act 1998, Freedom of Information Act 2000, and Human Rights Act 1998 and relevant other Acts regarding the taking and use of photographic images of individuals

Further guidance

* Data Protection policy
* Confidentiality policy
* Child protection policy

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