



## **Rec Program Photographs & Mobile Phone Policy**

<b>Effective Date</b>	February 2014
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<b>Author/Owner</b>	People and Culture – Volunteer & Rec Program Senior Advisor
<b>Functional Area</b>	Operations

<b>Purpose</b>	To ensure greater clarity and consistency with the use of mobile phones and cameras on Recreation Programs across Australia	
<b>Scope</b>	All teams, transactions and organisational activities within Camp Quality	
<b>References &amp; Associations</b>	Referenced Documents	<ol style="list-style-type: none"> <li>1. Code of Conduct</li> <li>2. Rec Program Photographer Terms of Reference</li> </ol>
	Associated Policies	<ol style="list-style-type: none"> <li>1. Safeguarding Children &amp; Young People Policy</li> <li>2. Volunteer Performance Alignment Policy</li> <li>3. Corporate/Community Volunteer Process</li> <li>4. Social Media Policy</li> </ol>

<b>Approval Date</b>	August 2017
<b>Review Date</b>	August 2019

### **1. Policy Statement**

Camp Quality takes the safety and welfare of children in its care seriously. Camp Quality believes that regular use of mobile phones by volunteers on Recreation Programs is not conducive to this caring environment. Designated photographers will attend each activity to take quality photos and keepsakes for the children and their families.

### **2. Responsibilities**

#### **2.1. General Managers**

- 2.1.1. Final review and approval of policies
- 2.1.2. Ensuring legislative and legal requirements have been adequately addressed
- 2.1.3. Dissemination and communication of approved policies using approved policy format
- 2.1.4. Organisational support to ensure successful implementation of policy
- 2.1.5. Request managers or employees to review or develop policies as appropriate
- 2.1.6. Seeking expert advice policy matters as required
- 2.1.7. Maintaining and implementing the Policy Review Schedule
- 2.1.8. Conduct themselves in line with Camp Quality policies

#### **2.2. Managers**

- 2.2.1. Review policies and provide input as requested
- 2.2.2. Consult with employees or volunteers regarding policies as required
- 2.2.3. Conduct themselves in line with Camp Quality policies
- 2.2.4. Ensure employees and volunteers are aware of and understand policies

## **2.3. Employees and volunteers**

- 2.3.1. Employees and volunteers
- 2.3.2. Review policies and provide input as requested
- 2.3.3. Consult with volunteers regarding policies as required
- 2.3.4. Conduct themselves in line with Camp Quality policies

## **3. Policy Practice and Procedure**

### **3.1. Mobile Phones**

- 3.1.1. Volunteers may bring their mobile phones to Recreation Programs.
- 3.1.2. Volunteers are able to use their phones during designated mobile phone time or at the direction of the Camp Leader.
- 3.1.3. Volunteers are not to take photographs using their mobiles phones.
- 3.1.4. If a volunteer is expecting a phone call they are required to ensure that the child/ren in their care are supervised by another volunteer and the phone call needs to be made away from the group.
- 3.1.5. Camp Leaders, Leadership Committee Members, Medical Volunteers, Companion Support Officers and Rovers must be contactable at all times; and are therefore permitted to use their mobile phone.
- 3.1.6. The leadership team are advised to avoid taking personal calls and taking photos during the duration of the program. The cost of phone calls made for Camp Quality purposes for the duration of the program should be reimbursed by Camp Quality.

### **3.2. Photographs and cameras**

- 3.2.1. Volunteers are not to bring a camera, unless they are the designated photographer.
- 3.2.2. All Kids Camps, Family Camps and Family Fun Days will have a designated photographer/s.
- 3.2.3. The photographer/s may be a current volunteer or someone who is assigned to take photos for the event.
- 3.2.4. The camera used, may be the property of Camp Quality or that of the assigned photographer/s.
- 3.2.5. On Kids Camps there will be an 'official' photographer, who is responsible for the 'official' photos, such as the matching/pairing photos and group shots.
- 3.2.6. Camp Quality will also assign additional 'casual' photographer/s, such as Rovers or Companion Support Officers who will take the candid shots throughout the program. In the case where a Rover and/or a Companion Support Officer assist to take photos, consideration needs to be given to ensure that the task of taking photos does not impede on their main role.
- 3.2.7. The number of casual photographers is at the discretion of the Recreation Program Coordinator and will depend on the number of participants and the program, i.e. if the program is split into four groups, then it is suggested to have at least four photographers.
- 3.2.8. If the photographer is not a current Camp Quality Recreation Volunteer, they must be managed as per the Corporate/Community Volunteer Policy; i.e. they are not to stay the night at the venue with the group, and they must sign the Code of Conduct and be given a safeguarding children briefing.
- 3.2.9. On Family Camps and Family Fun Days parents/guardians may take photos of their own family as they wish. However, as per the Family Code of Care; they are to ask permission from other parents/guardians if they wish to take photos of other children at the event. This is to be reiterated to the families at their initial briefing.

### **3.3. The photos**

- 3.3.1. All photographers are required to sign the Rec Program Photographer Terms of Reference to ensure they are aware of their role, including casual photographers.
- 3.3.2. Photographers will be made aware of any children/families or volunteers who do not wish to have their photos taken or used in any manner. They will also be given a participant list to ensure that they have taken photos of all participants during the program.
- 3.3.3. On most programs the photos will be edited by an allocated photographer during the program.
- 3.3.4. All photos must be saved on a computer or hard drive provided by Camp Quality or the SD card must be handed to the Camp Leader at the end of the program.

- 3.3.5. In the case where the photographer needs to edit the photos post program, the Camp Leader must view all photographs taken before the photographer leaves the program.
- 3.3.6. Once the photos are edited they will be made available to the families and volunteers.
- 3.3.7. The photos remain the property of Camp Quality, not the photographer.
- 3.3.8. As per the Social Media Policy and Code of Conduct, no photos of Camp Quality children/families are to be posted on social media sites/internet by Camp Quality employees or volunteers, unless approved by the PR and Communications Manager.

#### 3.4 Communication

- 3.3.9. At the commencement of every Rec Program the photographer/s is to be introduced to ensure all participants know who they are.

#### 4. Version History

Version	Description of changes	Author of changes	Effective date
3.1	Policy review due – grammatical changes only	Vanessa Bullman	Aug 2017
3.0	Policy review due - formatting changes made in line with Policy Template and policy name change	Tegan Davies	Dec 2015
2.1	Volunteers are not to bring a camera unless they are the designated photographer. Volunteers are not to take photos using their mobiles phones	Tegan Davies	Aug 2014
2.0	Further clarity on: <ul style="list-style-type: none"> <li>o The number of photographers</li> <li>o Photographs to reviewed by Camp Leader or Leadership Committee Member to ensure appropriateness</li> <li>o Photos to be edited during the program where possible</li> <li>o Recreation Program Photograph Briefing is superseded by the Rec Program Photographer Terms of Reference</li> </ul>	Tegan Davies and Nedge Sinanovski	July 2014
1.0	o New Policy	Tegan Davies	Aug 2014

This document is reviewed and updated in accordance with Camp Quality's Policy on Policies.

#### Endorsement

I endorse these procedures and content within this document

Name Vanessa Rider

Signature



Date 1/8/17

General Manager – People & Culture