



## **PHOTOGRAPH AND RECORDING DEVICES POLICY**

We ensure that any photographs or recordings taken of your child in our out of school club are:

\*Only done with prior permission from each child's parent or carer. This permission is gained when each child is registered and will be updated on a regular basis to ensure that this permission still stands.

\*We will ask individuals permissions for group photo's to be used in children's learning Journeys, for promotion materials including our website and also to use in the local Press. If a parent or carer is not happy about one or more of these uses then the out of school club will respect their wishes and will find other ways of recording their child's play or learning.

\*Staffs are not permitted to take photographs or recordings of a child on their own devices and can only take photographs using the out of school club camera or work phone only. The out of school club Manager will monitor all photographs and recordings to ensure that we are respectfully following Parent's wishes.

\*Parents are not to use any recording device or camera on the out of school club premises without the prior consent of the out of school club manager, this also includes the use of mobile phones which must be kept in a handbag or pocket whilst on the premises.

\*Children are not allowed to use their own mobile phones in club at any time unless they are in tv area and supervised by staff.

\*Staff must keep mobile devises in locked cupboard when children are present in club.

Reviewed and updated Jan 2013-05/05/2015