

Invictus Gymnastics Club

Aldermaston Recreational Society

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Acceptable Use of Camera's, iPad's and Mobile Phones Policy

Statement of intent:

It is our intention to provide an environment in which children, parents, staff, volunteers and students are safe from images being recorded and inappropriately used and in turn eliminating the following concerns:

- 1) Staff, volunteers, students being distracted from their work with children
- 2) The inappropriate use of mobile phone cameras around children
Our aim is to: Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile Phones & iPads

The Gym allows staff to bring in personal mobile telephones and iPads for their own use. Under no circumstances does the gym allow a member of staff to contact a current pupil or parent/carer using their personal device.

Coaches will be given permission, by the Director to contact parent/carers using their personal devices only with regard to safeguarding, injury reporting or for a child to be sent home. Users bringing personal devices into the gym must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with the children.

Staff bags should be placed to one side, away from gymnast's belongings. Mobile phone calls may only be taken at staff breaks or in staff members' own time and outside the gym away from the children without it affecting the session's ability to function.

If staff have a personal emergency, they are free to use the gym's phone or to make a personal call from their mobile in the hallway / outside of the gymnasium.

If any staff member has a family emergency or similar and are required to keep their mobile phone to hand, prior permission must be sought from the Director and the mobile phone should be placed on the club's equipment cupboard.

Staff must ensure that the Director has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All parent helpers/ volunteers /students will be requested to place their bag containing their phone on the side of the gym alongside other coaches belongings. Their phone must remain there and if needed to take or receive any calls these must be done in the hallway / outside of the gym, away from the children.

During group outings / events, nominated staff will have access to the gym's nominated mobile phone, which is to be used for emergency purposes only.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Director. Concerns will be taken seriously, logged and investigated appropriately.

The Director in her absence reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.

iPad's and Camera's Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression when coaching. However, it is essential that photographs and videos are taken and stored appropriately to safeguard the children in our care.

Only the designated gym mobile phone, iPad, cameras & memory cards are to be used to take any photo within the setting or on outings.

Gymnasts may use the gyms iPad and their own mobile phones for fitness time keeping. All gymnastic achievements are to be taken on the gyms iPad.

Staff, volunteers, parents must not use their own personal devices for recording achievements unless as Lead Coach they have been given specific permission for an event.

Images taken on these devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the cameras, iPad; these should be placed on the club equipment cupboard when not in use. Images taken and stored on all club devices are password protected and under the supervision of the Director.

Under no circumstances must cameras of any kind be taken into the toilets where children are present. Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

**This policy was adopted by:
on:
Date to be reviewed:**

**Invictus Gymnastics Club
01.12.19
01.12.20**