

Camera and Mobile Phone Policy

Statement of intent

It is our intention to provide an environment in which children and staff are safe from images being recorded and inappropriately used.

Aim

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

NELGC allows staff to bring in personal mobile telephones and devices for their own use.

Staff are not allowed to contact a current pupil or parent/carer using their personal device, for work related items.

Staff are not allowed to record gymnasts performing skills on personal devices belonging to the children or staff member. Only NELGC devices are permitted to be used to record gymnasts for training.

Staff must ensure that their mobile telephone/devices are left inside their bag or pocket throughout contact time with children. Staff bags should be kept in the coaches cupboard.



Gymnasts must ensure that they hand in their mobile phones to their coach who will keep the device until the end of the session. Mobiles must not be used or left in the changing rooms.

Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff areas.

If any staff member has a family emergency or similar and required to keep their mobile phone to hand, they must request prior permission from the Manager.

Staff (will need to) ensure that the Manager 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.

Charging of mobile phones is only allowed when using an official (Not generic) phone charger that has a valid PAT safety test certificate. Only spare power sockets in the main office can be used with an understanding that other devices will take priority where limited sockets are available. Mobile phone chargers will also have to be unplugged when not in use.