

## Mobile Phone and Camera Policy

Child Protection is high on our agenda. The Mobile Phone and Camera Policy will help define clear guidelines to Little Hiccups Trustees, staff and volunteers and give support and guidance in appropriate usage in our Stay n Play, Hydrotherapy and Family Fun Day settings for families and visitors.

It is our intention to provide an environment in which children, parents/carers and Little Hiccups representatives are safe from images being recorded and inappropriately used.

**This policy should be read alongside our policies and procedures on:**

- Recruitment, induction and training (including volunteers)
- Role of the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording and Information Sharing
- Code of Conduct for Staff and Volunteers
- Safer Recruitment
- E-Safety
- Complaints
- Whistle blowing

### **Use of personal mobile phones and cameras by Little Hiccups Trustees, staff and volunteers**

Little Hiccups recognises that Trustees, staff and volunteers may wish to have their personal mobile phones at Little Hiccups events for use in case of emergency.

However, safeguarding of children is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately.

Personal mobile phones and cameras are allowed at Little Hiccups events for personal use or to advertise events on social media but under no circumstances must they be used to take photos or video of children other than their own (including having children in the background). Any accidentally recorded must be instantly deleted as well as any automatic backups.

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Procedures in the event of an allegation against a Board of Director or volunteer' process will be followed (please refer to the 'Safeguarding and Child Protection Policy').



Little Hiccups Trustees, staff, or volunteers remain responsible for their own property and will bear the responsibility of any losses.

### **Use of personal mobile phones and cameras by parents/carers and visitors**

Little Hiccups families are encouraged to follow this policy and ensure that there are no other children than their own in any of the photos. Where this is not possible (for example, in large gatherings) we ask that families not share the photos publically or that they crop/blur out the photo so that only their child is visible.

In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Summary of Little Hiccups procedures to follow where there are concerns about a child' process will be followed (please refer to the 'Safeguarding and Child Protection Policy').

Visitors remain responsible for their own property and will bear the responsibility of any losses.

### **Use of Little Hiccups mobile phones, cameras and recording equipment**

Little Hiccups provides cameras for Little Hiccups Trustees, staff and volunteers to use to record and advertise Little Hiccups events. To ensure the appropriate use of this equipment, and to safeguard children, the following applies:

- Only the cameras and recording equipment belonging to Little Hiccups may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events.
- Images must be used in accordance with the Data Protection Act 1998.
- Cameras and recording equipment should only be used where two or more Little Hiccups representatives are present and not in areas where intimate care is carried out.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Cause for Concern Form' must be used.
- Photos and videos must be uploaded to the Google Drive as soon as possible and deleted from the recording device.
- Photos of children for Little Hiccups advertisement purposes must only be used with the express permission of the family and there should be no way to identify the child (ie. name, school, etc). The registration form has an opt-in for use of photos. It is imperative that this is checked and approved.
- Any photos taken at Little Hiccups events are also shared with the families on the private Facebook Group and must not be shared publicly. Any child whose parent has not signed the permission form for photos on social media will not have their photo uploaded. Any requests for a photo to be removed must be instantly undertaken.

In circumstances where there is a suspicion that the material on any of the Little Hiccups camera may be unsuitable and provide evidence relating to a criminal offence, the 'Procedures in the event of an allegation against a Board of Director or volunteer' process will be followed (please refer to the Safeguarding and Child Protection Policies).

It is the responsibility of all members of staff to be vigilant and to report any concerns to the Little Hiccups Trustees.



Policy agreed by Trustees on:

Signed by Chairperson:

To be reviewed:



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## Amendments

Date	Amendment Made	By whom
15/09/2023	3 year review. Use of tablets removed as we no longer use.	MWP

