



Charity Number 1102702

Mobile Phone and Camera Policy

Bradford Youth Players is committed to ensuring the safety of young people in its care at all times. This policy applies to all staff, parents, visitors and volunteers, and covers both indoor and outdoor areas.

Staff and Members' personal mobile phones

It is good practice at times to record photographic and video images of members, or to allow members to record images of each other to assist teaching and learning, or to celebrate achievement. There is, however, potential for images of young people to be misused, in extreme cases for pornographic or grooming purposes. Staff should therefore adhere to the following code:

- Staff should not contact members as a group using their mobile phones (e.g. on a WhatsApp group) as this would be in contravention of our Safeguarding Policy.
- Staff may contact members individually (and/or vice versa) by mobile phone but these numbers must not be shared with any other members or individuals outwith BYP
- Visitors and parents.carers will be advised that they must not record members' activities nor to share images of members, either photographic or video, unless the Board of Trustees has specifically given permission for this to happen
- Staff and members should only record images when there is a justifiable need;
- Staff must ensure that members understand the reason for the recording of the images and how the images will be used and stored;
- Staff ensure that a trustee is aware of the recordings; ensure that all images recorded are available for scrutiny; avoid making recordings in one-to-one situations;
- on admission to BYP , parents /carers must complete and give consent that images and recordings of their young people can be used for legitimate reasons;
- if a photograph is used, the members should not be named without direct parental consent; and

- where the Board of Trustees has decided that images should be retained for future use, they should be stored and used only by those authorised to do so.

October 2022