





## Team Clubs Photo, Video & Mobile Phone Policy



### Purpose of the Policy








Team Clubs is committed to safeguarding and promoting the welfare, privacy, and dignity of all children attending our holiday clubs. This policy outlines how photographs, videos, and mobile phones are managed to ensure children remain safe and protected at all times.

This policy applies to:

-  Staff
-  Children
-  Parents/guardians
-  Visitors





### 1. Use of Photos & Videos

At Team Clubs, photographs and videos may occasionally be taken during activities to:

-  Celebrate children's achievements and participation
-  Share updates with parents/guardians
-  Promote Team Clubs through:
  -  Social media
  -  Marketing materials
  -  Website content
  -  Printed promotional materials

All images and videos will be taken and used responsibly, appropriately, and in line with safeguarding procedures.



### 2. Parental Consent



-  Photographs and videos of children will only be used where parental/guardian consent has been provided during registration.
-  Parents/guardians have the right to:
  -  Refuse consent
  -  Withdraw consent at any time in writing

Team Clubs will maintain accurate records of media permissions and ensure staff are aware of any restrictions.




### 3. Safe Use of Images

To protect children's identities and privacy:

-  Full names of children will never be published alongside photographs or videos
-  Images will be selected carefully to ensure they are appropriate and respectful




-  Images will not contain personal information
-  Photos and videos will only be stored securely on authorised devices or systems

Team Clubs will never use images in a way that may:

-  Embarrass or humiliate a child
-  Place a child at risk
-  Breach safeguarding or confidentiality requirements

#### **4. Staff Use of Mobile Phones**



To safeguard children and maintain professionalism:

-  Staff must not use personal mobile phones during activities or while supervising children except in emergencies or authorised circumstances
-  Personal phones should be kept securely away during sessions where possible
-  Staff are prohibited from taking photographs or videos of children on personal devices

Only authorised Team Clubs devices may be used for photography or communication purposes.

#### **5. Parent & Visitor Photography**

Parents/guardians and visitors are asked:



-  Not to take photographs or videos of children other than their own
-  Not to post images containing other children on social media without permission

Team Clubs reserves the right to restrict photography or filming where safeguarding concerns arise.




#### **6. Children's Mobile Phones**

Children are discouraged from bringing mobile phones or electronic devices to Team Clubs.

Where phones are brought:


-  They should remain switched off or in bags during activities unless permission is given by staff
-  Team Clubs accepts no responsibility for loss, theft, or damage to devices




Phones may be temporarily removed if their use:

-  Disrupts activities
-  Causes safeguarding concerns
-  Impacts the wellbeing of others




#### **7. Social Media**

Any Team Clubs social media content will:

-  Be appropriate and professional




-  Reflect positive experiences
-  Protect children's privacy and dignity
-  Follow safeguarding and data protection guidelines

Staff must not:

-  Share images of children on personal social media accounts
-  Discuss children or families online
-  Post unauthorised content relating to Team Clubs

## **8. Storage & Retention**





Photos and videos will:

-  Be stored securely
-  Only be accessible to authorised individuals
-  Be retained only for as long as necessary

Any images no longer required will be securely deleted.




## **9. Safeguarding Concerns**

Any concerns regarding:

-  Inappropriate photography
-  Unauthorised filming
-  Misuse of images
-  Breaches of this policy

must be reported immediately to Team Clubs management.

Failure to follow this policy may result in:

-  Removal from the premises
-  Disciplinary action
-  Reporting to relevant authorities where appropriate

## **10. Commitment to Safeguarding**

Team Clubs is committed to ensuring that all photography, video recording, and mobile phone use is managed safely, responsibly, and in the best interests of all children attending our holiday clubs.