



Mobile phone, photography and use of images policy

This policy applies to all TOTB Team, volunteers, parents/carers and other visitors and is designed to protect children from the inappropriate use of mobile phones, cameras, iPads, iPods and video recorders. This policy is part of our wider commitment to safeguarding the welfare of children and vulnerable adults.

Mobile Phones

TOTB recognises that mobile phones are a useful and sometimes vital part of everyday life. However there is also compelling evidence that the misuse of mobile phones can pose a threat to the welfare of children and vulnerable adults.

All TOTB'S Team are therefore asked not to use mobile phones while working with children without the Head Teacher's consent. We recognise that sometimes important calls need to be answered or made. This needs to be done outside the school premises.

Anyone genuinely needing to make or take a call will need to ask to be directed to an appropriate place where there are no children and where the conversation does not interfere with others.

Your phone should be turned off or placed in silent mode and stored in a safe place away from public areas.

Photographs

Cameras and iPads are regularly used within your work to record children's work. The photographs are required to be stored in a safe place at all times.

We aim to safeguard all children and adults who we support and need to ensure that no photographs are taken or used at a later date without the consent of the parent/carer.

Names and personal contact details will not be used or displayed in any manner.

Photographs taken by TOTB Therapists will be deleted from the camera after printing or downloading for use taken. Those needed for a specific purpose will be kept securely on the therapists computer, for the minimum time (3 months) necessary and then deleted.

You will need to regularly review your stored images and delete unwanted material from your cameras and the secure computer network.

*Working with children,
adolescents, adults and families.*

The Open Toy Box C.I.C
...making a difference!