

Taking of photos with a Mobile Phone or Camera

- We will ensure that photos are not taken or published without prior consent from parents and are only taken by a member of the Boom Active staff.
- Photos are taken and stored on a password protected device
- To ensure the identity each child is protected, images and details of pupils are not published together and are stored in a password protected file
- Staff are not permitted to use their own mobile phones to take or record any images of children for their own records during session times
- Where possible, we use general group activities rather than close-up pictures of individual children. We are also careful to consider the camera angle at which pictures are taken in order to make children less identifiable.
- We are careful to ensure that we use images of children in suitable dress, and take care photographing events to maintain modesty.
- Pictures are transferred to the director's computer (which is password protected) at the end of each day and photos are deleted after use.
- Phone – personal calls must be made out of sight of children and must be kept to a minimum. Phones can be used to liaise with staff and parents as and when needed.