



Laser Summer Camp Mobile phone and screen policy

Including

Photograph & social media policy

As of January 2025

Working Document
P. Tearle/M. Boulton

Mobile phone and screen policy

This policy applies to all individuals who have access to personal mobile phones onsite. This includes staff, volunteers, children and young people. This list is not exhaustive.

This policy should be read in conjunction with other relevant documents including the safeguarding policy, the staff code of conduct and the behaviour policy.

Whilst we recognise that mobile technology is a useful and powerful form of communication, Laser deems the potential risk to maintaining the safety, welfare and well-being of staff and children to be more robust when adopting a restricted mobile phone policy.

It is fully recognised that imposing rigid regulations on the action of others can be counter productive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting.

Personal mobile phones - staff

Laser Summer Camp will enforce a no mobile phone policy for all staff. Staff are not permitted to use a mobile phone device under any circumstances while working with children at Laser, including but not exclusively for;

- Making phone calls
- Telling the time
- Playing music
- Timing activities
- Photographing and recording events
- Any other app.

Personal devices are only to be used in the designated staff area. If emergency contact is required or expected, the office should be informed and senior staff will relay information promptly.

Staff are not permitted to:

- make or take personal calls, texts or messages whilst working. There are opportunities to do this at break once staff are no longer in a supervisory role and are in a designated staff area or off-site.
- take any photographs of children or photographs that may include children on their phones. If there is a need for an activity to be photographed then it should be arranged with a senior member of staff or the designated photographer where there is one.
- under any circumstances publish any photos or media footage on to social media or any web-based platform, that may identify a child or bring Laser into disrepute.

Personal mobile phones - children on camp

We recognise that mobile phones and screens are part of everyday life for many children and that they can play an important role in helping children to feel safe and secure. However, we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others.

Therefore Laser are adopting the following stance:-

- Children are not permitted to have mobile phones at Laser Camp. •

Contact to and from parents should be made via Laser staff.

- Mobile phones and screens used during the Laser day will be confiscated and returned at the end of the day.

Where mobile phones and screens are used to bully or intimidate other children then the behaviour policy will be applied and children dealt with accordingly.

Volunteers, Visitors and Contractors

All Volunteers, Visitors, Governors, Trustees and Contractors are expected to follow our mobile phone and screen policy as it relates to staff whilst on the premises. Contractors who use their mobile phone cameras to take photos, need to be accompanied and must not take photos in places where children are present. On arrival, such visitors will be informed of our expectations around the use of mobile phone and screens.

Onsite communications

Laser are committed to ensuring a safe and positive working environment for staff. Part of the role may require staff to be able to obtain help and support from other staff on camp including managers. To help protect staff and safeguard children Laser has adopted a no mobile phone policy for staff who are working in a supervisory role with children.

Instead, Laser use 2 way radios that will be placed in common use areas, as well as with each group, so that staff can use them to contact the office or gain first aid support when required.

Training on appropriate use of equipment and the use of appropriate language will be covered as part of the induction process. Sensitivity of the information being relayed is a priority and no personal details should be shared over the radio system.

Managers and some specialist staff will also have a handset with them on their person.

Managers should carry one when out of the office. A handset will always remain manned in the office.

Areas of common use mandatory handset locations:

- Sporthall reception
- Swimming pool reception (first aid responder should be available) -
- Tennis hut

- Pavilion kitchen

Optional other handset location;

- Early years depending on setting location e.g. Music

- Art specialist

- Drama specialist

- Bouncy castle activity supervisor (if employed.)



Social media & photograph policy

Social media

Social media is an excellent platform that Laser uses to advertise the business. It gives positive access for parents to see and celebrate the wide range of activities their children are exposed to. It raises the profile of the business and can raise self-esteem for individuals when shared publicly.

Parents and carers have a right to decide whether images of their child/children are taken and how these may be used. Consent is obtained at the time of booking, it can be changed at any time.

Any employee found posting comments, videos or pictures that in any way could potentially bring the company into disrepute may face disciplinary proceedings. This includes posting pictures of Laser's intellectual property such as any logo or the lion for example if portrayed unsuitably. E.g. Posting set up, posed photos with children in the background or while you should have been supervising.

Photographs

Laser often employs a nominated photographer. This member of staff may take photographs of children and activities, where consent has been given. Working with the administrator, the group staff are responsible for identifying which children are not permitted to have photographs taken by the information provided on the notes page of the register. Laser has sought specific permission from parents regarding having their children's photograph taken and published. These details will be on the medical/notes information.