

The Bosco Centre	
Policy:	Camera/Mobile phone policy
Applies to:	College, Independent school, Nursery & Youth club
Reviewed:	October 2018
Next Review:	October 2019

### Policy's aim

The Bosco Centre wants to work with children, young people, parents, and the community to ensure the safety of all users of our premises. To ensure their safety and welfare we operate a camera usage policy which stipulates that personal cameras /mobile 'phone cameras / videos, cannot be used when in the presence of children, young people, on the premises or when on outings.

### As a rule:

- Employees, staff, students, volunteers, and visitors are not permitted to have their personal cameras on the Centre's premises
- All photographs are to be taken on the Centre's camera only and uploaded on one of the Centre's computers after which, they will be deleted
- Any photographs taken of the children/young people, are for the Centre's purpose only e.g. observations, display boards, recording of trips, advertising purposes, etc.
- Staff are not permitted to use recording equipment on their mobile phones, e.g. to take photographs or videos of the children/young people
- All staff, students and volunteers are expected to abide by this policy