



FIFE SPORTS AND LEISURE TRUST

Use of Information Communication Technology and Photography Equipment Policy – FLP 33

Purpose

This policy demonstrates Fife Sports and Leisure Trust's commitment to ensuring a consistent approach is taken in dealing with the use of Information Communications Technology (ICT) and Photography equipment within its facilities.

In the case of this policy, ICT relates to equipment which is capable of taking, storing and transmitting photographs and/or moving images and includes mobile telephones, cameras, video and DVD cameras and any other equipment capable of these actions.

The policy is intended to supplement the advice given by the Fife Child Protection Committee's guidance on the use of photography Equipment including Mobile Phones.

Fife Sports and Leisure Trust recognise that from time to time requests to photograph; film or use mobile phones within facilities will be received. These requests will, in the main, come from parents and relatives of people using our facilities. In any situation involving ICT care is needed to ensure that, whilst staff may have a degree of discretion, we need to be mindful of the Human Rights implications and parental responsibilities.

In managing the use of ICT equipment Fife Sports and Leisure Trust will:

- Deal with requests for use in a consistent manner.
- Comply with legislation relating to the Health and Safety of employees.
- Monitor the use of any ICT equipment once any permission is given.
- Provide adequate guidelines through Fife Sports and Leisure Trust's policy guidelines, FLG 22.
- Provide a supportive approach from management.

Scope

This policy applies to all Fife Sports and Leisure Trust facilities, employees and Members of the Board of Directors.

Ref	Version	Author	Approved By	Review Date	
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