



FIFE SPORTS AND LEISURE TRUST
**Use of Information Communication Technology and
Photography Equipment Guidelines – FLG 33**

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1.0 Introduction

Fife Sports and Leisure Trust recognise that from time to time members of the public may request to use Information Communication Technology and Photography equipment in its facilities. There must be a consistent approach to dealing with such requests and the process is detailed within this guidance document.

Members of the press or from television companies should be dealt with under the terms of the Media Policy and directed to the Marketing and Communications Co-Ordinator.

2.0 Photographing, Filming and Videoing

The following is required for activities or events particularly where children are present or participating.

- Where appropriate, all materials promoting activities or events shall state that accredited photographers will be in attendance in advance of that event.
- Anyone wishing to use photographic, filming or videoing equipment in a facility must firstly obtain the approval of Fife Sports and Leisure Trust.
- An activity or event specific identification badge or sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of attendance.
- No unsupervised access or one to one sessions will be permitted unless this has been approved in advance. In cases where children are the proposed subject, appropriate vetting must take place, e.g. Enhanced Disclosure Scotland check of the individual requesting permission to photograph, film or video.(Accredited newspaper photographers will produce a Press Card and the details of this should be recorded.) Permission must also have been granted by the child's parents or guardians.
- Fife Sports and Leisure Trust reserve the right at all times to prohibit the use of ICT, photography, film or video equipment at any activity or event staged in its facilities.
- All negatives, copies of video, films and digital photographs will be stored in a secure file. These will not be held for any longer than is necessary having regard to the purposes for which they were taken.
- A registration form will require to be completed for each request and will be considered by the facility's Duty Manager. His/her decision is final. Only after authorisation can any photographic activity take place. It is also recommended that photographic activities be limited to a maximum of 10 minutes in any one area of the facility.

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3.0 The Internet

Fife Sports and Leisure Trust currently operate a Company Website, www.fifeleisure.org.uk. Before we publish any information on photographs on the website we will:

- Always obtain written permission from the subject, or parent or guardian, if a child is the subject. If the material is changed from the time of consent we will inform the subjects, or parents or guardians, and obtain new permission.
- Never publish the home address, e-mail address, telephone number or full names of any children.
- Never allow Photographers to show any children in what may be considered to be a provocative pose or a state of undress other than where depicting participation in a sporting activity.
- Never portray children in a demeaning or tasteless manner.
- Never publish photographs, film or video of children considered to be particularly vulnerable, e.g. subject of a child protection issue or a matrimonial dispute or a child/children with additional support needs.

4.0 Mobile Phones

The use of mobile phones within Fife Sports and Leisure Trust's facilities is only permitted in designated areas.

Where customers wish to use mobile phones for filming purposes permission must be sought by completing the registration process. Great care must be taken when authorising this type of use, as with all other photography activities this should not take place in changing rooms or areas of personal privacy particularly where children are present.

In terms of staff and their personal mobile phones there are certain limitations to mobile phone use. The general principle which should apply is that mobile phones must not be used by staff when on duty. This includes use for making or receiving calls and use for making and receiving texts or e-mail.

Staff should always be aware that in relation to children visiting the facilities:

- Only communicate with the child's parents or guardians and agree what kind of information can be sent directly to children, e.g. last minute information about a class or activity change.
- Staff must never engage in personal communication with children by mobile phone including texts. Information sent in this way, even when well meaning could be misinterpreted.

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