



Mobile Phones, Photography and Filming Policy

Fencing • Character • Excellence

Together we show up, give our best, support others and keep improving.

Organisation	Cambridge Sword Ltd
Policy title	Mobile Phones, Photography and Filming Policy
Policy Number	10
Version	V3
Policy owner	Club Manager, with Welfare Officer oversight
Created	Drawn from existing Cambridge Sword policies and procedures
Updated draft	July 2026
Next review	July 2027, or sooner if guidance, law, club practice or safeguarding requirements change

At a glance

- Photos and videos of children must be taken and used carefully, with appropriate permission and purpose.
- Mobile phones must not be used in changing areas, toilets or any private space.
- Coaches and volunteers should use devices only where needed for club purposes, coaching, safety or agreed media use.
- Images must not be forwarded, reposted or used outside their original purpose without permission.
- Concerns about inappropriate photography, filming or device use should be reported promptly.

Purpose

This policy explains how Cambridge Sword manages mobile phones, photography, filming, screenshots and media use in a way that protects children, respects privacy and supports club communication.

Consent and appropriate use

Photos and videos should only be taken where this is appropriate for coaching, club records, celebration, promotion or agreed communication.

Parent/carer photography consent and any restrictions must be checked and respected.

Children and young people should be listened to if they do not want to be photographed or filmed.

Where phones and cameras must not be used

Phones, cameras and recording devices must not be used in toilets, changing areas or any private space.

Coaches and volunteers should challenge or report inappropriate device use.

Sharing images and videos

Images, videos and screenshots must not be forwarded, reposted, published on social media or used outside the original agreed purpose without permission.

WhatsApp groups should not be used to share images of children unless this is in line with club permissions and the WhatsApp and Digital Messaging Policy.

Images should not include personal, medical, safeguarding or location information unless this is clearly necessary and appropriate.

Coach and volunteer device use

Coaches and volunteers may use phones for legitimate club purposes such as registers, emergency contact, timing, training resources, checking in and out of kit, welfare or event coordination.

Personal devices should be used cautiously and content should be deleted or transferred securely where appropriate.

Concerns

Any concern about inappropriate photography, filming, screenshots, sharing or device use should be reported to the Club Manager or Welfare Officer. Safeguarding concerns should be escalated through the Safeguarding and Welfare Policy.

Related policies and guidance

This document should be read alongside:

- Safeguarding and Welfare Policy
- WhatsApp and Digital Messaging Policy
- Data Protection and Data Handling Policy
- Parent/Carer Code of Conduct
- Coach/Volunteer Code of Conduct
- Complaints and Concerns Procedure

Review

This document will be reviewed annually, or sooner if there is a safeguarding concern, complaint, incident, near miss, change in club practice, change in guidance, or change in relevant law or governing body requirements.

Approval and review record

Prepared by	Emily Lucas, Operations Manager	Date	July 2026
Reviewed by	Sarah Paveley, Club Director / Head Coach	Date	
Reviewed by	Hannah Jones, Welfare Officer	Date	
Next review due	July 2027, or sooner if required	Date	