

### **Camera Mobile Phone Policy**

#### **Policy**

Lions Emergency Accommodation Centre Inc. (LEAC) acknowledges its responsibility to protect the safety and wellbeing of its clients and staff. To avoid the potential risk of identification, the use of camera mobile phones or cameras of any description, to take photographs/video of people and (LEAC) premises is prohibited without prior approval.

#### **Procedure**

Camera phones, or any form of camera, must not be used to take photos of individuals without their knowledge and consent.

Group photos may only be taken with the consent of every person in the photo.

Permission from the parent of a child under the age of 18 years must be obtained before photos are taken.

The LEAC shelter is a secure address and photos which may locate the building must not be taken in or around the shelter.

It is a parent's responsibility to ensure their children do not take photos in contravention of this policy.

Any breach, or suspected breach, of this policy will result in the following process:

- A written warning in the first instance
- The client being asked to leave if the policy is breached a second time.