

## POLICIES AND PROCEDURES

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### Mobile Phone and Camera Usage Policy

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Cross Reference	E-safety Social Media Guidance information, Aspired Futures Safeguarding File, CYP Registration Form

#### Purpose of this document

To ensure the safety and welfare of children/young people (CYP) who attend Aspired Futures (AF) by outlining the acceptable use of mobile phones and cameras (both personal and business)

#### Details of Policy

- All trustees, staff and volunteers are made aware of the E-safety Social Media Guidance information, which is held in the Safeguarding File in AF main office and can be accessed on PAN Lancashire website ([http://panlancshirescb.proceduresonline.com/pdfs/social\\_media\\_guidance.pdf#search="e-safety social media"](http://panlancshirescb.proceduresonline.com/pdfs/social_media_guidance.pdf#search=)).
- Members of the AF team and additionally guests or visitors are asked not to use their own personal mobile phone whilst in the AF setting. All phones should be left in a designated area where they can be securely locked away (AF does not take any responsibility for phone that may be lost, stolen or broken during a session if they have not been securely locked away).
- Any CYP attending an AF session who is in possession of a mobile phone is also required to securely lock the phone away in a designated area.
- If a CYP presents an exceptional reason to have a personal mobile phone this should be discussed with the Children and Young People Assessment and Inter-Agency Manager (CYP Manager), Service and Volunteer Manager (SV Manager) or Lead Sessional Worker. Ideally the CYP should provide the person who may need to contact them in an emergency with the main office number or specific mobile number which can be contacted at any time.
- Parents/carers are asked not to use their personal mobile phone whilst visiting a session or take any photographs (even of their own CYP). If a parent/carer receives a call they would be asked to leave the building to answer it.
- The CYP Manager, SV Manager, Lead sessional worker and Transport Facilitator are responsible for a holding a business mobile phone throughout the duration of a session, outing or whilst transporting CYP to be used for emergency reasons only.
- All CYP will have written permission sought on the CYP Registration Form to have any photographs or video footage taken. If this permission is refused by parents/carers a specific note will be marked in the CYP's electronic file. This is to ensure the need to safeguard the privacy, dignity, safety and well-being of each CYP in our care.
- Camera and mobile phone camera usage is permitted on AF equipment only. Photographs and video footage is not permitted on personal equipment belonging to staff, volunteers or trustees.

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- Visitors to AF may take photographs of the setting but these must not include any CYP.
- Reproduction of images on AF social media pages is permitted by consent of a member of the Senior Management Team.
- Reproduction of images on personal social media pages or sharing with third parties is strictly prohibited.
- External filming or photographic marketing materials is permitted only with the written consent of a member of the Senior Management Team who will arrange for the appropriate safeguards to be in place for the duration.
- Under no circumstances should any photographs or video footage be used of a CYP who is in Looked After Care.
- No camera or mobile phones should be used in the toilet unless it is for an organised activity and there must be two or more team members present and only using the AF camera.
- Any photographs taken by an authorised person on the AF camera must be deleted from the camera memory as soon as possible and stored securely on the AF server.