



## **Incredible Kids Mobile Phone & Social Networking Policy**

1. Incredible Kids activities: No photos or video film is to be taken or stored on personal cameras or mobile 'phones with the exception of a parent or carer videoing or photographing their own children during activities. Under no circumstances should any parent, carer or young person make use of any live streaming facility during an Incredible Kids activity. Parent carers should only take photos of our staff members with the permission of that staff member and should only post those on Incredible Kids social media pages.
2. Young members wishing to take photographs of each other on their own phones do so out of Incredible Kids' activities (at home time and with parents'/carers' consent).
3. Young members should not use a 'phones or other internet enabled devices during our sessions and these should be held by parent carers at all times.
4. Any personal gaming or electronic device used by young members at our sessions should be limited to games rated aged 7 or below to ensure the safety of all of our members. Children should not bring their own games in to use on our games consoles.
5. Incredible Kids can take no responsibility for the loss of personal mobile or electrical equipment at our activities.
6. Staff and volunteers should also keep their phones out of sight and should only respond to urgent calls and avoid sending text messages during Incredible Kids' activities. The Incredible Kids iPads can be used for supervised games and music and offline activity during sessions at the discretion of the leader.
7. Staff and volunteers or visitors should not take photographs, nor should they video film young members at any time without permission from the Session Supervisor or trustee present.
8. In certain agreed circumstances, when the permission of parents/carers has been sought and granted, photographing and filming of young members will be permitted. Incredible Kids has a designated iPad and Camera that is used for sessions where photos are taken to record activities. These photos are then downloaded and stored centrally by coordinators for Incredible Kids publications (with permission).
9. Incredible Kids staff and volunteers should never keep a young person's contact details/number on their mobile phone or 'friend' anyone under 18 on Facebook or other social networking sites.
10. If staff or volunteers have adult Facebook friends who are also Incredible Kids members, the member of staff or volunteer should make sure the content of their personal page is appropriate and promotes the good reputation of Incredible Kids staff and volunteers at all times. All staff and volunteers should have read, understood and abide by the Incredible Kids Code Of Conduct.
11. If the need for a staff member or volunteer to make or take an urgent call arises during a session they should clear this with the lead worker and should take the call out



of sight of young members. This also applies to all staff during meetings and training sessions.

12. All members will be sent a photo consent form to sign annually where they can agree / disagree to Incredible Kids using images or videos of their family members in Incredible Kids publicity materials, on the Incredible Kids web site, in newsletters, on the Incredible Kids Social Media pages. No images or videos will be used unless this form has been completed and signed by the member family.

13. The photo consent form will be sent out to all new members as part of the membership form.

14. Incredible Kids staff will police the Incredible Kids social media sites to ensure that no personal details or photos of members are posted without prior agreement. The social media Co-ordinators will also monitor new members on the Incredible Kids Facebook page to ensure member safety.

15. Incredible Kids will remind members regularly about online safety on their social media sites