

Allsorts Mobile Phone & Social Networking Policy

1. Youth Clubs or young people's activities: Staff and volunteers or visitors should not take photographs, nor should they video film young members at any time without permission from the Children and Young people's Coordinator or senior member of staff present.
2. Youth Clubs or young people's activities: In certain agreed circumstances, when the permission of parents/carers has been sought and granted, photographing and filming of young members will be permitted. Allsorts has a designated iPod & camera that is used for youth club and trips where photos are taken to record activities. These photos are then downloaded and stored centrally by coordinators for the young peoples' Youth Club Journals or Allsorts publications (with permission).
3. All Allsorts 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/photographing their own children on activities or trips.
4. Young members wishing to take photographs of each other on their own 'phones should be encouraged to do so out of Allsorts' activities (at home time and with parents'/carers' consent).
5. Wherever possible, young members should be encouraged to keep their mobile 'phones or other internet enabled devices out of sight. Allsorts can take no responsibility for the loss of these.
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 Allsorts' activities. The Allsorts iPod can be used for supervised games and music and offline activity during sessions/outings at the discretion of the leader.
7. Allsorts 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.
8. If staff or volunteers have adult Facebook friends who are also Allsorts members the member of staff or volunteer should make sure the content of their personal page is never offensive and promotes the good reputation of Allsorts staff and volunteers at all times. All staff and volunteers should have read, understood and abide by the Allsorts Code Of Conduct.

9. 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. This also applies to all staff during meetings and training sessions.
10. All members will be sent a photo consent form to sign annually where they can agree / disagree to Allsorts using images or videos of their family members in Allsorts publicity materials, on the Allsorts web site, in the ebulletins, on the Allsorts Facebook or Twitter pages. No images or videos will be used unless this form has been completed and signed by the member family.
11. The photo consent form will be sent out to all new members as part of the membership form.
12. Allsorts staff will police the Allsorts social media sites to ensure that no personal details or photos of members are posted without prior agreement. The project Co-ordinator will also monitor new 'likes' on the Allsorts Facebook page to ensure member safety.
13. Allsorts will remind members regularly about online safety on their social media sites

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