

APPENDIX TO SAFEGUARDING POLICY - IMAGES & MOBILE DEVICE USEAGE

Aim Our aim is to:

Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy, Mobile Devices: Icen partnership allows staff to bring in personal mobile telephones and devices for their own use. Under no circumstances does the company allow a member of staff to contact a child or vulnerable adult or parent/carer using their personal device.

Users bringing personal devices into the office must ensure there is no inappropriate or illegal content on the device.

All staff must ensure that their mobile telephones/devices are left inside their bags or in the office when there is contact time with children.

Staff bags should be placed in a secure place within the office or secure office space. Mobile phone calls may be taken by staff at their desks or when not in contact with children or vulnerable adults.

Concerns and allegations will be taken seriously, logged, and investigated appropriately.

Only approved company mobile devices must be used to take photographs of children.

Any images used for marketing, display or presentation purposes must be by permission of the child or vulnerable adults' parent, career, or guardian.

Mobile devices must not be used to take photographs of children by volunteers or other children whilst visiting an activity or group managed and organised by Icen Partnership. The activity leader, in the absence of the manager, reserves the right to check the image content of a member of staff's mobile phone, should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then the management team or chairman or director lead for Health and Safety will be contacted immediately. We will then follow the guidance from the Local Authority as to the appropriate measures.