



PHONES AND SOCIAL MEDIA POLICY

1. COMPANY MOBILE PHONE POLICY

The Company may issue you with a mobile phone and / or tablet to assist you in the delivery of sessions at Shield Tree Wood.

All client contact details and communications should be stored and used on Company mobile phones only not personal phones.

The Company will pay the standing charges and cost of all business calls.

If you are issued with a mobile phone, you acknowledge that the phone and any associated equipment is the property of the Company.

The operating system on company mobile phone allows access to an 'App Store', please note that inappropriate applications should not be downloaded onto your Company mobile. Restrictions also apply to the use of your Company mobile to access social networking sites.

The phone must be PIN code protected and kept always locked to minimise security risks, particularly if the phone is lost or stolen. The phone should be securely stored in the lockable cabinet at the end of each day.

Company mobile phones are for UK use only, do not take the phone abroad.

In the event that a mobile phone is lost or stolen, you should inform a BOCIC Director immediately.

Do NOT open email attachments that look suspicious. Always refer to a BOCIC Director any suspicious emails.

All staff are prohibited from contacting students on social media and should not provide access to personal emails or phone numbers to any students they work with.

2. MOBILE PHONES AND DRIVING

In view of the risks associated with the use of mobile phones whilst driving, BOCIC has prepared this policy concerning the use of mobile phones which you must adhere to. Failure to follow this policy may result in disciplinary action being taken against you in line with the Company's disciplinary procedure.

In line with current legislation, you can get an automatic fixed penalty notice and fine if you are caught using a handheld phone whilst driving. The rules are the same if you are using a handheld phone when you are stopped at traffic lights or queuing in traffic.

Mobile phones must not be used whilst at the wheel and whilst in control of a vehicle, unless whilst using a hands free kit.



No-one driving on Company business shall be required to communicate by hand-held mobile phones or other communication devices. Phones should be kept switched off when driving and use voicemail or call diversion.

The use of hands-free kits fitted to vehicles (i.e. where the phone is either secured in a cradle or is operated by buttons on the steering wheel) is permitted but only where the driver deems it safe to do so, as telephone conversations may cause the driver to become distracted. You are encouraged to only use your mobile phone after you have stopped in a safe place.

3. DIGITAL IMAGES / VIDEOS TAKING AND STORAGE

- Carers and adults are asked to give permission for the taking of photos / videos during sessions. BOCIC will no longer take photos or videos which show the face or back of head of a child regardless of permissions to respect the children's space, time and privacy while at our sessions.
- The BOCIC staff lead is responsible for ensuring that all staff are aware of who hasn't got permission to have photos taken if parents do not want photos taken at all.
- When permission is given, photos / videos are taken on the BOCIC phone, BOCIC tablet, personal phone, or school tablet.
- Photos taken by BOCIC staff are shared onto a private BOCIC staff whatsapp group and used for sharing the sessions with parents / carers and promoting the work we do to a wider audience on our social media channels with permissions.
- The photos / videos are then stored securely on our googledrive - available for further social media use for up to a maximum of 2 years.
- All photos / videos are immediately deleted from the phone once passed on.
- Carers, volunteers and visitors attending sessions are asked not to use their mobile phones for photographs during the sessions.

4. MOBILE PHONES AND YOUNG PEOPLE DURING SESSIONS AT SHIELD TREE WOOD

- We ask that mobile phones are not brought onto site as by their nature can be a distraction from the therapeutic effects of our woodland spaces.
- Young people are expected to meet the standards set around mobile phones by their school.
- If mobile phones are brought into a session the young person will be asked to switch it off and place it in our secure cabinet at Shield Tree Wood. We will have a tablet accessible for our young people to use (not linked to wifi / networks) for photography and evidencing sessions as an alternative.
- Mobile phones must not to be used to take photos of group members during the sessions.