## NEW GENERATION CHURCH

## STAFF/VOLUNTEER MOBILE PHONE USE AND SOCIAL MEDIA POLICY

**Updated: June 2018**

**Next update due: June 2019**

This policy relates to the use of mobile phones at Church events where children and young people (under 18’s) are present. In this policy “on-site” relates to the New Generation Centre, Birkbeck Rd, Sidcup.

# Mobile phones at children’s clubs and youth activities on site

Staff and volunteers are asked to keep their mobile phones out of sight (either in their bag or in the office). They are asked to refrain from using their mobile phones in view of the children unless it is an emergency. If the event is taking place on site at the New Generation Centre then there is a landline available for use. If the event is taking place off site, then volunteers can keep their phones accessible, but out of sight in their bag or another room. Team members are only permitted to take photos or video using their phones with the permission of the team leader who will check if there is a photographic consent form for all children present.

**Mobile phones at youth Activities off site**

# Staff and volunteers are permitted to keep their mobile phone on them, but it must be kept discreetly either in their pocket or bag. The mobile phone may be used when needed for the purposes of the session (or activity) as it is recognised that there is a greater need for phone calls to be made when activities are taking place off site.

**Young People’s use of staff/volunteer phones**

Young people must never be allowed to use a team member’s mobile phone to either play games, take photos or make phone calls. If the phone is needed to call young person’s parent/guardian, then the team member must do this themselves.

**Photos and video taken on mobile phones**

We recognise that sometimes photos and video will be take on mobile phones for the recording of church activities, news programmes and publicity. Team members must first of all check the children’s and young people’s registration forms to check that all have given permission to be photographed or filmed. Once photos and video have been uploaded to New Generation Church’s online storage (either flickr or vimeo account then they must be deleted from the team members phone). Only photos or footage of consenting children and young people will be used for public showing (eg. at church) or publicity.

**Staff/volunteer use of social media**

All team members must use social media with discretion and wisdom. Photos of children or young people (where their faces are recognisable) at church events **must not** be posted on social media by team members. Only photos which are anonymous and do not show recognisable individuals can be posted on social media and used for publicity. Children and young people should never be named or “tagged” in team members’ posts on social media.

Date June 2018