



eSAFETY POLICY

Policy

Much of the communication between all those involved with FiG is now undertaken through electronic media: e-mails, internet, social media. It is important that all involved in FiG undertake this communication safely, to reduce the risk of breaches of confidentiality involving staff, families or volunteers.

For safe use of electronic communication methods, please see FiG's Confidentiality Policy and Safeguarding Policy

Procedure

Social Media

Any work related issue or material that could identify a work colleague or family member, which could adversely affect FiG, a colleague or family member must not be placed on any social media site. This means that work related matters must not be placed on any such site at any time either during working hours or outside of working hours and includes access via any computer equipment or mobile device.

Facebook

- FiG Facebook Page can be 'liked' by anyone who visits the page.
- The page will only have status updates written by the named administrators, currently Emma Marston, Clare Maynard, Karen Hutton, Abi Mandeville
- The status updates should adhere to FiG's Confidentiality Policy.
- The status updates must not contain religious or political content and must be relevant to the organisation's cause.
- Photographs of children can only be posted on Facebook with the parents/ carers written permission.
- Children and young people should not be identifiable or contactable from the information on Facebook.
- Any photographs or posts on FiG's Facebook page should be relevant to the service.
- Any messages sent to FiG via Facebook need to be responded to by the FiG Facebook page administrators within one week and where necessary the information needs to be passed on to the relevant member of FiG personnel.

Twitter

- FiG currently has a Twitter handle, the administrator is Clare Maynard

Last Review: June 2021

Next Review: June 2021

Instagram

- FiG currently has an Instagram page, the administrator is Clare Maynard

Use of IT Facilities During Group Sessions, Other Interaction with FiG Children and Families.

Currently children or young people do not have to access computers or the internet during our group sessions or home visits. We understand that many young people have smart phones, however we ask that they switch them off during any interaction with FiG.

Should children need to access computers to take part in a FiG activity then we will ensure the following:

- All computers being used by children have parental/relevant blocks on websites that have inappropriate material, and FiG personnel will always be in the room when computers are in use.
- All children and young people will be briefed about their safety online, before they access information via the internet. They will also be asked not to access social media/ chat rooms during the sessions.

Photographs of Children or Young People

All parents or carers must give their consent before any photographs are taken of their children. Their consent is obtained by the person with parental responsibility completing our 'Photo Consent Form'.

Assigned FiG personnel will take photos of the children following the parents written permission and share them with the Family Service Coordinators who will store them securely. FiG personnel will then delete the photos from the device on which they have been taken.

Photos will be used for marketing or training purposes. No photograph of a child can be published online or used for marketing purposes without the consent of the child's parent in writing.

Private Social Media Accounts - FiG Personnel

In the event that FiG personnel have their own private social media accounts, it is the responsibility of FiG personnel to ensure that such activities do not in any way act to the detriment of their role in the charity, or be in any way detrimental or liable to reduce the standing of the charity in the eyes of anyone in the community.