

## Policy and guidance on use of mobile devices and social media May 2018

1. This policy and guidance should be read alongside Transplant Sport's safeguarding policies and guidance.
2. Use of mobile phones, smartphones and tablets and use of the internet and social media are a part of everyday life for most adults and children. There are many positive benefits such as easy access to information, quick access to photography and video and sharing images, many ways of communicating with family and friends and being able easily to keep in touch when away from home. There are also many risks involved in using digital and virtual technologies. Paedophiles contact, groom and blackmail young people leading to sexual abuse; indecent photographs of children are taken and shared with friends; children and adults are cyberbullied, threatened, teased, humiliated, embarrassed and stalked; children view pornography - with the average age for first viewing now 11. Other risks include data and identity theft.
3. Transplant Sport organises events that bring people together for sporting and social activities. Some of these are day events and some are residential events. At most events and activities family members accompany children and vulnerable adults and are responsible for support and care except during specific activities.
4. Transplant Sport uses the internet to promote events and for participants to book their places and for people to share information, get mutual support and promote organ donation. A Facebook page, Facebook groups and closed groups are used to promote events, feedback on activities and accomplishments and promote organ donation. Twitter and Instagram are used as well. Communication with potential and actual participants happens using email, text message, Messenger, Twitter and What's App.
5. At a few events, such as some Kids Weekends, parents are not present and Transplant Sport and partner agencies are responsible for support, care, safety and wellbeing.
6. At all events, mobile phones, tablets and cameras should not be used by anyone in changing rooms and toilets.
7. At Kids Weekends without parents, mobile phones and tablets should also not be used by participants in bedrooms for taking photos or videos. Access to the internet can be limited at the discretion of the leader. Making phone calls will be allowed except after "lights out". Staff and volunteers may restrict access to equipment to certain times or certain places e.g. a common room, and keep mobiles etc. in a secure place at such times e.g. overnight. Participants and parents should be made aware of this possibility when booking the event.
8. Mobile phones and tablets are used to record activities, share achievements and promote and publicise. Transplant Sport tablets and cameras that are lent to children and young people should be returned as soon as possible after an event or after photos have been taken and writing and editing has been completed. A staff member or volunteer should review content as soon as returned.
9. Mobile devices with email and internet access should be locked and password protected.

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10. Staff and volunteers should not access any websites containing inappropriate content on Transplant Sport devices or at Transplant Sport events or activities.
11. Staff should where possible use work related identities on Facebook and Twitter and the Transplant Sport website when using social media for Transplant Sport purposes.
12. Staff and volunteers may use work related identities to “friend” young people involved in Transplant Sport but only for TS related purposes and to benefit the young person. Young people under age 13 must not be contacted on social media.
13. Social media and social networks used for Transplant Sport purposes should be logged with the Transplant Sport office.
14. TS pages and groups set up by Transplant Sport should be regularly monitored and inappropriate content removed. Members who post inappropriate content should not be allowed continued membership or access to the group.
15. If there is an eSafety incident e.g. inappropriate material on a Transplant Sport tablet, then all evidence and hardware should be secured and preserved. If an incident involves a member of staff or volunteer then safeguarding procedures should be followed and recording should include date and time, name of child or staff or volunteer, device used, details of incident, evidence, actions and reasons. Confidentiality should be ensured at all times.
16. Information relevant to this policy is available from CEOP, the Child Exploitation and Online Protection Centre. See [www.ceop.police.uk](http://www.ceop.police.uk) and [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk).