



YuGo Mobile Phone & Social Networking Policy

1. INTRODUCTION AND PURPOSE

1.1 Access to information

If you require this information in any other accessible format please contact:

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4.1 The purpose of this policy

- 1.2.1 The purpose of this policy is to give clarity to the way in which mobile phones, social media and other digital platforms are to be used by the YuGo community; YuGo service users, staff, Directors, volunteers, staff from other organisations and visiting adults.
- 1.2.2 This policy should be read in conjunction with the YuGo Code of Conduct policy.

2. VIDEOS AND PHOTOGRAPHS

- 2.1 Staff, volunteers or visitors should not take photographs, nor should they film children and young people at any time without permission from the YuGo sports coach present.
- 2.2 Photographs of children and young people may be taken and used in accordance with parental consent obtained via the YuGo Membership Form.
- 2.3 No photographs or video are to be taken or stored on personal cameras or mobile phones, with the exception of a parent or carer videoing/photographing their own children.
- 2.4 If necessary, and with permission from the parent carer, photographs and video are to be taken on a YuGo mobile phone.
- 2.5 Children and young people wishing to take photographs of each other on their own mobile devices should be encouraged to do so out of YuGo activities (at home time and with parents'/carers' consent).

3. MOBILE DEVICES

- 3.1 Children and young people should be encouraged to keep their mobile phones and other internet enabled devices at home. If a parent or carer sends their child or young person into a YuGo activity with a device, YuGo can take no responsibility for that device and what is shared in a YuGo activity. YuGo can also take no responsibility for the loss of a device.

YuGo: Exercise Engagement Pioneers
Company Number 13937536

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- 3.2 Staff, directors, volunteers and visitors must have their mobile phones on 'silent' or switched off during a YuGo activity.
- 3.3 Staff are asked not to receive or make personal calls during a YuGo activity, unless on a scheduled break and should be out of sight. However, in urgent cases, a call may be accepted if deemed necessary.
- 3.4 YuGo staff, directors, volunteers and visitors should never keep a child or young person's (under the age of 18) contact details/number on their personal mobile phone, unless that individual is a member of staff or an authorised volunteer.

4. YUGO MOBILE PHONES

- 4.1 All staff using an YuGo provided mobile phone must ensure that it is used in a reasonable, appropriate and lawful manner and in accordance with this policy and the Bring Your Own Device policy (BYOD). This includes, wherever practicable:
- Using the Allsorts WIFI connection and data saver settings on the phone or laptop to reduce data costs. Not to use premium rate services, not making premium rate or international calls without the consent of a manager.
 - Not to use the mobile phone when driving. Any fines received are the responsibility of the owner.
- 4.2 Staff must take all reasonable steps to prevent damage, theft or loss to equipment in their possession and must report any of these events to their line manager and record an incident report. Staff may be held responsible for any loss or damage if reasonable care has not been taken. Precautions to be taken include:
- Do not leave on view in unattended areas and in vehicles unless this is unavoidable.
 - Do not leave visible through a window in any environment.
 - Do not allow other staff or any other persons to use a YuGo provided smart phone which has been assigned to them, unless approved by an Activity Leader.
 - Not to use a mobile phone for tethering to a laptop except in where there is an urgent need.
- 4.3 **Exceptional Circumstances:** YuGo Directors might be able to offer advice and support to a disabled young person and in order to be able to do so, might need to share their mobile phone numbers. An example of this might be a young person seeking employment in an area that a director works in and a director might be able to provide helpful mentoring. This would be considered an exceptional circumstance and can be agreed on the proviso that the directors board are informed and agree, and the parent or carer is informed and in agreement. The director should not meet with the young person, under any circumstances, unless in YuGo premises with staff present.

5. SOCIAL MEDIA

- 5.1 It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them to protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner.
- 5.2 Guidelines are as follows;
- YuGo staff, directors, volunteers and visitors must never add a current YuGo member under the age of 18 as 'friends' into their personal accounts.
 - Staff, directors, volunteers and visitors must not use social networking sites in front of YuGo service users.





- Staff, directors and volunteers should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
 - Staff should read and comply with the YuGo Code of Conduct policy.
 - Inappropriate use by staff should be referred to the Chief Executive in the first instance and may lead to disciplinary action.
- 5.3 In terms of private use of social networking sites by a child, it is generally understood that children under the age of 13 are not permitted to be registered, including Facebook, X, Snapchat and Instagram.
- 5.4 **Exceptional Circumstances:** A member of staff, trustee or volunteer might already have existing 'friends' in their social media for children under 18 who are also YuGo members. On joining YuGo and as part of their training, they need clear guidance on what is appropriate to communicate with any existing 'friends'. No social media 'friends' should be added if met through YuGo.
- 5.5 Public/Member content on social media comments and posts will be moderated.

6. DIGITAL CONFERENCING PLATFORMS

- 6.1 To avoid members of the public having access to the conference risk and to mitigate safeguarding risks from YuGo staff, the following actions will be implemented;
- All conferences should be password protected and only those members attending should have access to that password.
 - Parents and carers to be present in the home with vulnerable young people and encouraged to be available during session.
 - Two members of staff will be in attendance during video calls OR one member of staff plus a non-vulnerable parent/carer in attendance.
 - Sessions should typically be set up for an hour or less so we can expect both staff to remain present throughout the whole session.
 - Where staff find themselves attending a meeting without appropriate ratios, they should explain that they have to end the meeting and reschedule.
 - Majority of video-conferencing group work with members is in small groups where relationships with YuGo are pre-existing.
 - There are to be no break-out spaces used for member groups.
 - Preference to use Zoom for group work as staff easily able to monitor and control attendance, mute or exclude attendees if inappropriate material being shared, and can exclude any members of the public who might gain access to meeting invitations.
 - Staff to challenge attendance by unknown or unexpected individuals, being especially alert to the risk of the hacking by individuals who use audio not video to access private meetings.
 - If a participant is observed to have a first aid emergency, their parent/carers should be nearby and in earshot – staff could call for help but also have access to database of telephone numbers and could call the parent by phone if not in earshot.
 - Staff able to call emergency services on behalf of participant and to provide current address from database.
 - Staff to refer to current safeguarding practices and to raise any concerns about information disclosed/ overheard/observed with their line manager

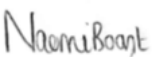




or the Safeguarding Lead, Deputy or Trustee or call police if they are concerned about a risk of immediate danger to an individual.

6. APPROVAL

This policy has been approved by the Board of Directors and will be reviewed at least every 3 years.

Name	NAOMI BOAST
Signature	
Approval Date	14/02/2024
Review Date	14/02/2027

