

# Mobile phone, music and use of images policy



**This policy applies to Lesley Simpson-Gray (LSG), children and parents/carers and is designed to protect children from the inappropriate use of mobile phones, cameras, iPads, iPods and video recorders. This policy is part of our wider commitment to safeguarding the welfare of children and vulnerable adults.**

## Mobile Phones

LSG recognises that mobile phones are a useful and sometimes vital part of everyday life. However there is also compelling evidence that the misuse of mobile phones can pose a threat to the welfare of children and vulnerable adults.

LSG will use mobile phones for the purposes of accessing communication platforms (eg, WhatsApp and Zoom), to provide remote access to online sandtray applications whilst working remotely with children or to provide therapy over the telephone where this has been requested and agreed in advance. LSG will not access mobile phones for personal use during sessions, and will not communicate either verbally or using apps or functions held on a mobile phone, with parties outside of the therapy.

## Use of the internet and Google slides to access online links

It is preferable for children to connect to the secure, online platform for sessions using an account that can only be accessed with permission from a parent or member of staff.

Google slides are a useful, creative platform to share interactive, virtual activities and links to support online therapy sessions. However, their use in therapy must also be done in conjunction with safeguarding policies and regulations around access

to the internet. Children may not access Google slides prepared by LSG without adult support.

It is LSG's responsibility to keep personalised Google slides and the links to access them in a safe, secure manner and to ensure that permission is granted from parents/guardians and school for use of Google slides and associated links during therapy sessions.

LSG will discuss with parents/ senior / pastoral staff the use of external links and online access to images and music platforms prior to start of sessions, so that potential safeguarding issues for the child can be added to the initial risk assessment.

During the session, permission and access to control LSG's mouse and screen will be provided via a secure, generated code or a feature of the online platform. Overall control of both screen and mouse is maintained by the therapist at all times.

## Creating, searching and storing images online

Images are used in many ways throughout our work online and cameras and are regularly used to record children's work. LSG will be responsible to ensure that images of children's work are saved and accessed only by her and to report to staff/parents where images have been taken by the child for use outside of the therapy session.

Children should provide their consent for images, created for the intention of use in therapy to be shared securely with or via a parent / teacher.

Photographs are required to be stored in a safe place at all times. LSG aims to safeguard all children and adults who I support and need to ensure that no photographs are taken or used at a later date without the consent of the child/parent/carer.

Names and personal contact details will not be used or displayed in any manner.

No images from the internet will be searched, selected and added by the child during the session. LSG will invite the child to draw on the shared whiteboard or use another medium to create any images they would like to add to the therapy space. Images produced by the child will be stored in the child's private online folder which is held by LSG.

Photographs taken by LSG will be deleted from the camera after printing or downloading for use taken. Those needed for a specific purpose will be kept securely on my computer, for the minimum time (3 months) necessary and then deleted.

LSG will regularly review my stored images and delete unwanted material from my camera and the secure computer network

## Accessing music online

Music provides a powerful way to express thoughts and feelings in therapy, and for children to connect to important emotional events. LSG aims to provide a safe way for the soundtracks to the child's world to be shared and explored in therapy.

Lyrics to music chosen by the child will be previewed by LSG prior to sharing during the session. Where lyrics are of a sexual nature or contain explicit language, they will not be played during the session. However, it is important that the meaning and impact of the chosen song will be discussed and explored to provide the child with the opportunity to use music to connect with their feelings in an appropriate way.

Songs with appropriate themes and lyrics can be accessed via a link to Soundcloud or Apple Music during the session, and will not be downloaded or stored by the child in any form.

LSG will not provide access to videos or visual material associated with songs, via YouTube or social media platforms during the therapy.

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