

Acceptable use of electronics/technology at work policy

This policy applies to all staff and visitors to Care Connect IoW and must be always adhered to for the protection of our Service Users and staff information and property

Care Connect staff use phones and tablets for photographic and video footage for a range of reasons such as to show parents, to record progress, social media content (with explicit written permission from the individual Service User and/or their family)

It is Care Connect policy that these photographs and videos will never be shared with anyone outside of the organisation and shared to a specific encrypted and secure client-based group chat on WhatsApp as set up by the managing director

It is Care Connect policy that photos and videos will be deleted immediately from every member of staff's phone or tablet as soon as they have been shared appropriately within the organisation

Use of personal phone during working hours:

- As part of your session, you may need to use the camera on your phone for the reasons stated above so phones are permitted to be on
- The use of your phone during working hours for non-work-related use is prohibited
- If there is a specific time when an urgent personal call is needed to be made or answered, then your line manager is reachable by phone to be made aware
- It is important the Service User is safe and visible the whole time you are using your device and no safety should ever be compromised
- Phones should be on silent at all times during working hours so as not to disrupt the service being provided
- Service Users are not permitted to use staff's devices unless in case of emergency, this is subject to prior management knowledge and agreement.

Connect Centre:

Staff undertaking work in the Centre are to follow these rules as standard however there are other devices available which need to be taken into consideration.

XBOX: The Xbox is connected to the internet and safety modes enabled. It is the responsibility of the staff onsite to monitor the use of Xbox to make sure that Service User are only accessing consent suitable for themselves and other Service User accessing the Centre at the same time. Staff and management reserve the right to turn off any electrical device if it is not being used appropriately.

TABLETS: We have three tablets; these have pre-loaded child friendly games which Service Users can access under supervision of a staff member.

Staff and management reserve the right to remove these devices if Service Users are not using them appropriately.

SMART TV: Both televisions are connected to the internet and a safety children's mode activated, staff are responsible for monitoring the use of the televisions to make sure the Service Users are only accessing content suitable for themselves and other Service Users accessing the Centre at the same time attending

Staff and management reserve the right to turn off any electrical device if not being used appropriately.

The use of the television for personal staff use during working hours is not allowed.

LAPTOP: Doodles has one laptop which is kept in a locked office, staff are not permitted to use it for non-work-related tasks Service Users can access this laptop under the supervision of staff members. The laptop contains no sensitive and confidential material.

Policy last review date: 12.10.2024