PROCEDURE TITLE	Contact Information, Social Media & Photography Procedure	**DOCUMENT ID**	GLBL-0213.02
OWNER	Executive Directors of Global Programs & Engagement	**CREATION**	3.2024
STANDARDS AND REGULATIONS	**COA:** **Admin Code:** **Statute:**	**RENEWAL DATE**	2.2028
RELATED OMC POLICIES / PROCEDURES		**LATEST VERSION APPROVAL**	1.2026 – Chief Operating Officer
APPLICABLE TO	10 - Global Staff	**EXPERT REVIEW**	

PURPOSE

This procedure will ensure that the Global ministry work of One More Child is above reproach in all aspects relating to technology, social media, confidentiality and photography to protect the integrity of the ministry work, the children, and families we serve, and the individuals who travel with the organization.

FORMS AND REFERENCE DOCUMENTS

Title	Link

PROCEDURE

One More Child (OMC) does not permit team members to “friend”, “follow” or accept “friendship” of children, adults in OMC programs (such as sponsorship) on any social media accounts including, but not limited to, Facebook, Instagram, TikTok, and WhatsApp. To stay up to date with our ministry locations, team members are encouraged to follow the official OMC accounts.

Personal information such as email and phone numbers may not be exchanged between individuals in our care and mission team members or sponsors.

To protect the children we serve in every way, employees, sponsors, and mission team members are conscious of the pictures they take of children and post on social media or use in print/media. Mission team members are prohibited from taking pictures of children that are not fully clothed (i.e. in diapers or bare chested), using the bathroom (i.e. being toilet trained) and/or bathing. Photographs of children’s faces and children that are fully dressed are permitted.

Furthermore, consent from a parent/guardian/employee should be received when possible.

When an image is shared online, the poster must not label the photo with the child’s name or the city where they are located. Refer all questions regarding this procedure to the Executive Directors of Global Programs & Engagement or the Vice President of Global.