

Sunbeams Play

Registered Charity No. 1152188

Employment

45. Social Networking Policy.

Policy

We expect all staff / volunteers to be professional and responsible when using social networks.

It is important that proper practice is followed when using the internet including social networking sites such as Facebook and Twitter. This is to protect the children/young people, /carers and staff in Sunbeams Play.

Staff

Staff members / Volunteers are allowed to use any social networking site as long as they follow these guidelines regarding the impact social networking has. Failure to comply with some guidelines may be an invasion of privacy and may infringe our confidentiality policy (1.4). These are also to guard your personal reputation and that of Sunbeams Play.

The guidelines include but are not limited to:

- Staff / volunteers must not publicly mention any of the children / young people or families from Sunbeams Play on their online profiles.
- Staff / volunteers must avoid writing indirect suggestive comments about Sunbeams Play on their social networking sites e.g. "I've had a bad day at work".
- Staff / volunteers must not publish photos of the children/young people on their online profiles.
- Staff / volunteers must not publicly write anything negative or inappropriate about other staff members / volunteers on their social networking sites.
- Staff / volunteers must not use their mobile phones to take photos or go on social networking sites whilst at work
- Staff / volunteers, children and young people will not be permitted to use their personal mobile phones or tablets whilst at Sunbeams Play, all mobile phones or devices are to be kept in personal lockers in the foyer, either turned off or on silent.
- In an emergency staff / volunteers may receive / make calls using the office landline, this should be agreed beforehand with the session leader for that day.
- Staff / volunteers must not mention Sunbeams Play inappropriately on their profiles.
- Staff / volunteers should consider the reputation of Sunbeams Play when posting a status, particularly prior to going to work. Remember we are caring for children/young people.

- Any derogatory comments made on social networking sites by staff / volunteers / parents or carers will be addressed by the manager. Parents / carers will be spoken to by the manager to resolve the situation. Staff / volunteers will also be spoken to by the manager and this could result in disciplinary procedures.
- In order to maintain professional boundaries staff / volunteers should not accept personal invitations to be friends from parents / carers / children / young people that use Sunbeams Play, unless they know them in a personal capacity.

Staff members / volunteers are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy.

Please be aware that any serious breaches of the Social Networking Policy could result in disciplinary action.

Parents/carers

We respectfully ask that if parents/carers have any questions or queries regarding Sunbeams Play that they contact management through Sunbeams Play’s social media page and not individual staff pages.

This policy was adopted on	20 th April 2015
Policy updated	April 2020
Date to be reviewed	April 2021

Signed on behalf of the management committee

Name of Signatory

Role of Signatory

Reviewed By	Date