



**A world in which Autism is celebrated.**

**Registered Charity No. 1152188**

## **Employment**

### **46. Mobile Phone Usage and Social Network Sites Policy.**

#### **Personal Relationships and Communications.**

##### **Mobile Phones:**

Staff will not be permitted to use their mobile phones whilst at Sunbeams. Mobile phones are kept in their personal lockers in the staff washroom, turned off or on silent. Staff can use their mobile phones during lunch and break times in the staff room, but must then return them to their lockers, turned off or on silent. In exceptional circumstances staff may keep their mobile phones on in the office and take a call or text when it goes off, or alternatively use the office landline. This should be agreed beforehand with the session leader for that day.

##### **Social networking sites (Face book)**

It is not advised that staff allow parents/carers and children/young people to be “friends” on face book. However, as Sunbeams senior staff cannot police this activity 100%, the responsibility relies solely on the staff member. If a staff member agrees to have a parent/carer or child as a “friend” on face book or any other social networking site, they must not -

- Write and post a status, directly or indirectly about Sunbeams, anything that has happened or is happening at Sunbeams, other staff, children/young people parents/carers etc.
- Write comments about any child/young person that attends Sunbeams, even to their parent/carer.
- Breach confidentiality in any way to anyone on face book.

If a member of staff is seen to or accused of breaking confidentiality in any way about anything relating to Sunbeams by allowing themselves to be “friends” with the parent/child they will have already disadvantaged themselves.

The issue will be taken very seriously and the disciplinary procedure will immediately follow.

Staff must understand that if they choose to allow parents/carers /children/young people to be “friends” on face book or any other social networking site they must be prepared to accept and face the consequences that come with that decision and will have to explain their actions.

This policy was adopted on

20<sup>th</sup> April 2015

Policy updated

12<sup>th</sup> August 2025

Date to be reviewed

April 2027

Signed on behalf of the management committee

Name of Signatory Susan Carr

Role of Signatory CEO

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	12/08/2025
Sue Carr	28/04/2026