



## **Social Media Policy**

XYZ After School Club takes the safety and privacy of children and young people extremely seriously as a matter of both legal and moral importance.

Social media include the various types of websites that enable people to interact online: multi-media, social networking sites like Facebook, blogs, wikis, podcast, forums, micro blogging and contact communities for example, YouTube - this is by no means an exhaustive list. This policy is in addition to and complements our policies regarding the use of technology, computers, e-mail, photographic equipment and the internet.

XYZ After School Club strictly prohibits all staff from publishing or commenting via any form of social media during work hours or from using work facilities, or in any way that suggests they are doing so in connection with the Out of School setting.

In accordance with our duties under The Data Protection Act 1998, XYZ After School Club strictly prohibits all staff from disclosing any information regarding children or staff (written or pictorial), and other confidential information regarding XYZ After School Club, even in private messages between other members of staff.

If a staff member is required to be engaged in work related social media, the staff member must obtain the permission of the person in charge.

Staff may not use the out of school setting's name for social media identities, login IDs and user names without prior approval from the person in charge. XYZ After School Club's logo must not appear on internet posting unless staff are speaking on XYZ After School Club's behalf and clear permission is granted.

Where staff are allowed to identify themselves as employees of XYZ After School Club, there is responsibility for representing XYZ After School Club in a professional manner. Staff are also expected to mention that the opinions and views expressed are solely those of the author and do not necessarily represent the views of XYZ After School Club management or staff, as everything that is posted reflects on XYZ After School Club and its image.

Staff must always exercise good judgement and common sense regardless of whether online comments relate to their job.

All staff must respect copyright, privacy, fair use and other applicable laws including the out of school setting own copyright and brands

Staff must not post comments that can be interpreted as:

- Personal attacks
- Defamation
- Bullying and harassment
- Spam
- Offensive comment
- Illegal activities

Any misuse of social networking sites that has a negative impact on XYZ After School Club may be regarded as a disciplinary offence. Instances where XYZ After School Club is brought into disrepute may constitute misconduct or gross misconduct and disciplinary action will be applied. Please refer to the Staff Disciplinary & Grievance Procedures.

This policy may be read in conjunction with XYZ After School Club's Safe Guarding policy, bullying and harassment policy

Signed:

Adoption: Sept 2014

Review: Oct 2015