



33: Social Media

Our club takes the safety and privacy of children and young people extremely seriously as a matter of both legal and moral importance.

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

The club strictly prohibits all staff, parents and children from publishing or commenting via any form of social media or from using work facilities, or in any way that suggests they are doing so in connection with the club.

Staff seeing 'posts', messages or images relating to any aspect of the club, must report them to the manager immediately.

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

Staff may not use the club's name for social media identities, login ids and user names without prior approval from the manager.

Staff are not allowed to identify themselves as employees of the club either in writing or through images showing uniforms with logos.

Staff must always exercise good judgement and common sense when using social media, whether online comments relate to their job or otherwise.

All staff must respect copyright, privacy, fair use and other applicable laws including club's 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 the club may be regarded as a disciplinary offence. Instances where the 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 the club's photography, mobile phones & iPad policy, bullying and harassment policy.

What is published will be around for a long time, so consider the content and also be cautious about disclosing personal details.



Under no circumstances are staff allowed to 'be Friends' or 'follow' children in the club and must ensure their settings are restricted so that they can't be looked up by children.

All incidents of children approaching staff through a social media site must be reported as the children are under age and so the parents will need to be informed.

I have read and understood the club's Social Media Policy:

Name: _____

Signed: _____

Date: _____