
Social Media

Independence Project aims to safeguard staff, volunteers, service users, plus their families and all parties connected from the affects of Social Media.

Independence Project recognises that Staff and Volunteers might wish to use social media in a personal capacity in their own time.

The purpose of this policy is to outline the responsibilities of all connected parties when using social media given the potential for Independence Project affiliation and association, either explicitly or implicitly, and the risk of disclosing private or confidential information about the children and adults who use the services or their families, or voicing opinions which can be perceived to have a negative effect on Independence Projects reputation. This policy does not relate to the Independence Projects corporate use of social media for business purposes.

Examples of social media include: blogs, wikis, social networking sites such as Facebook, Twitter, Instagram, podcasts and message boards. In particular staff are reminded that they must not engage in public debate on any issue that relates to Independence Project, or Independence Project staff, without prior authority from one of the managers.

Your responsibilities to Independence Project when using social media

You should be aware that social media websites are a public forum, particularly if you are part of a 'network'. You should not assume that your entries on any website will remain private. You are personally responsible for the content you publish on blogs, wikis or any form of social media. You should be mindful that what you publish will be public for a long time.

You must comply with the following when contributing to such sites even when it is in your own time and using your own IT equipment:

- You must not enter into any public debate on any issues that relate to Independence Project.
- You must not allow your interaction on these websites to damage working relationships between members of staff, service users or their families, or business contacts of Independence Project.



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- You should not make any comments / statements or use language that could potentially undermine or damage the reputation of Independence Project even if there is no direct mention of Independence Project.
 - You must ensure that no information is made available that could provide a person with unauthorised access to confidential Independence Project information.
 - You must not record or disclose any confidential information regarding Independence Project, the children who use the centre or their families on any social media website.
 - You must not use your Independence Project email address to register on such sites.
 - If you tell others that you work for Independence Project as might be required or appropriate, you must ensure that by doing you do not breach any of the above. If you are unsure, seek guidance from your manager in the first instance.

Contravention of this policy could lead to disciplinary procedures or legal sanctions for all parties whether staff, volunteer or trustee.

Derogatory Posts and Comments: It is requested that Social Media is not used as the platform to raise complaints or concerns on any Independence Project related matters whether explicitly or implicitly.

It is requested that you follow the correct channels by speaking to a staff member, or if that is not appropriate, the managing director to resolve any issues.

If unacceptable posts or comments are published, an Independence Project representative will, in the first instance, speak directly with you and ask that you refrain from such actions.

If it is repeated a legal letter detailing Independence Project concerns will be activated.

Continued actions of this nature will result in your attendance at Independence Project being denied.

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