

Green Corridor

Social Networking and Online Safety Policy.

DOCUMENT CONTROL

Document Number	19
Description	This document describes the procedure for online safety and social networking
Document Type	Policy and Procedure
Document Owner	CEO
Document Approvers	Board of Trustees
Approval Date	November 2019
Date of Next Review	November 2022

ISSUE CONTROL

Version	Date	Comments	Author
1.0	November 2019	New Policy	T Knight

CONFIRMATION OF RECEIPT OF POLICY & PROCEDURE

Name	
Job Title	
Line Manager	

I confirm I have received a copy of this policy and procedure and have read and understood the contents. I also confirm I have sought clarification from my line manager on any issues which I am not clear about.

Signed:

Date:

Please return this signed copy to your individual Policies and Procedures folder for future reference.

GREEN CORRIDOR SOCIAL NETWORKING AND ONLINE SAFETY POLICY

Introduction

This policy provides the acceptable standards for the use of social networking for all employees at Green Corridor. It applies to all employees, including volunteers, contractors, part time employees and casual workers.

This policy covers the use of Social Networking Sites and Applications, such as, but not limited to: Twitter, Facebook, Instagram, You Tube, LinkedIn, text messaging, WhatsApp etc. It further includes: blogging, online discussion groups or social networking groups.

Purpose

The purpose of this policy is to:

- Set out clear guidance of the acceptable use of social networking sites.
- Ensure confidentiality of GC, staff and learners is maintained at all times.
- Ensure that all GC employees understand the consequences of failing to comply with the Social Networking Policy.

Responsibilities

CEO Responsibilities

It is the responsibility of the CEO to publicise and make this policy available to all current and future Green Corridor employees, and to ensure that the standards within it are both monitored and enforced.

It is the responsibility of both the Board of Trustees and the CEO to take corrective and disciplinary measures as are necessary when a breach of this standard occurs and to contact and co-operate with police and any other law enforcement agencies where a breach of these standards may constitute a criminal act.

Employee's Responsibilities

It is the responsibility of GC employees to read and comply with the Social Networking Policy.

Everything posted online is public, even with the strictest privacy settings. Once something is online, it can be copied and redistributed. Therefore, assume that everything that is written is permanent and can be shared.

Green Corridor employees are reminded that they should at all times:

- Have the highest standards of personal conduct (inside and outside of GC).
- Ensure that their behaviour (inside and outside of GC) does not compromise their position within the learning and development centre.
- Ensure that their judgement and integrity should not be able to be brought into question.
- Ensure that their relationship with members of the community via social media, does not compromise their position within Green Corridor.

Any failure to abide by the Social Networking Policy may result in disciplinary action.

Safeguarding our Young Adults

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. Employees must abide by the agreed method of communication policies within Green Corridor. Adults should ensure that all communications are transparent and open to scrutiny.

Safeguarding children and adults is the responsibility of all GC employees. The key principles are:

- Green Corridor employees **must not** communicate, (including accepting 'friend' requests) with any current learners of the centre on social networking sites such as Facebook.

Safeguarding our Young People

- Learners will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Learners will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Learners should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Learners will be taught how to protect themselves online, including setting up their own social media profiles and sharing their personal data.

Published Content and the School Website

- The contact details on the website should be the address of Green Corridor, email and telephone number. Staff or learner's personal information will not be published.
- The Marketing Officer will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupil's Images and Work

- Written permission from parents or carers will be obtained before photographs of learners are published on the website.

Social Networking and Personal Publishing

- Learners will not be allowed access to Green Corridor Wi-Fi on their personal devices.
- Learners will be advised never to give out personal details of any kind which may identify them or their location.

Unacceptable Use of Social Networking Sites/Applications

Through Social Networking Sites/Applications, Green Corridor employees must not:

- Disclose private and confidential information relating to learners, parents, other GC employees, their employment directly or Green Corridor. This also applies to any other educational establishment that the employee has worked within whilst employed by GC
- Discuss or reveal any matters relating to the GC, GC employees, learners or parents/carers.
- Write abusive comments regarding current/previous GC employees, learners or parents/guardians.
- Harass or bully GC employees, persons unrelated or related to the GC through cyber bullying and social exclusion.
- Publish any content, which may be deemed as defamation or discrimination on GC pages.
- Post any images of learners from Green Corridor or any other previous education establishment where the employee has worked.
- Use it as a forum for raising and escalating concerns regarding Green Corridor. These concerns should be raised using the Whistle Blowing Procedure.