



RADCLIFFE-ON-TRENT COMMUNITY YOUTH PROJECT GUIDANCE ON SOCIAL MEDIA

Radcliffe-on-Trent Community Youth Project
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A Company Registered in England & Wales: 7108896
Registered Charity Number: 1135489

Social networking sites and other social media can be an effective and entertaining way of communicating.

Radcliffe-on-Trent Community Youth Project has its own Marketing and Communications Officer and therefore most social media communications will be undertaken and/or authorised through this post.

You must not post any information or comments about people who use our services on social networking or blogging sites.

Social media covers a number of internet based tools which allow people to create and exchange content. It includes blogs, internet forums, content communities and social networking sites such as Twitter, YouTube, Flickr, Facebook, LinkedIn, GDUK, Instagram and Pinterest (list is not exhaustive).

When using social media, you must:

- a. Maintain and protect young people and staff information by not publishing any information which could identify them on social media without their explicit consent.
- b. Maintain appropriate boundaries in the relationships you have with people who use our services.
- c. Comply with any internet and social media policy set out by ROTCYP.

As volunteers you may also be bound by your professional registration and may have a responsibility to behave professionally and responsibly both online and offline. Your online image can impact on your professional life and you should not post any information, including photographs and videos, which could bring either ROTCYP and/or your profession into disrepute.

It is important to remember that anything you post on social media is in the public domain and can be easily copied and redistributed without your knowledge. You should presume that everything that you share online will be there permanently.

You should think carefully before accepting friend requests from young people and or people who are vulnerable. If in doubt, speak to a Trustee and/or our Marketing and Media

You should regularly review your privacy settings to ensure that information is not accessed by unintended audiences. However, you should remember that even the strictest privacy settings do not guarantee that your information will be kept secure and any information that you post could be viewed by anyone including young people using our services, colleagues or employer.

If you believe young people using our services are being put at risk by a colleague's conduct, behaviour or decision-making, or by your working environment you should seek advice from a Trustee, and/or the Chair. Social media should only be used to raise concerns as a last resort.

You must not use social media as a mechanism to raise concerns about the possible abuse of children or safeguarding adults. ROTCYP safeguarding policy and procedures must be followed and as necessary, these concerns must be referred to the appropriate authority such as your local Social Services Department.

This guidance was approved by Radcliffe-on-Trent Community Youth Project Trustee Board at a meeting on: 8th September 2016

Review Date: September 2018 or sooner if applicable.