



## Springboard Opportunity Group

### Social Media Policy November 2020

Springboard recognises that many staff and volunteers use Facebook and Twitter and other similar social media sites. Staff and volunteers must be fully aware that it is not appropriate to discuss Springboard issues relating to children and families via these networks.

Misuse of social media/networking by staff or volunteers could:

- damage Springboard's reputation
- distress parents/carers, their child and family
- damage the reputation and relationship of a setting, organisation or partner of Springboard.
- cause concern about their suitability to work with children.
- cause a potential safeguarding risk by identifying a vulnerable child.
- breach GDPR

Staff or volunteers must not post or share or comment on material (including text or images) which is directly or indirectly related to their workplace, including mainstream settings, unless it first appears on the official Springboard website or social media pages. The exceptions to this are public pages/groups run by parent/carers, organisations, charities or fundraisers which may be shared or commented on. Current or previous parent/ carers of Springboard who volunteer with us might also wish to be administrators or members of unaffiliated social media groups formed as peer support for Springboard parents. This will be considered on an individual basis.

Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct. Anything that might bring Springboard into disrepute will not be tolerated.

Current parents/carers and their families must not be accepted as 'friends' on social media sites. If parents/carers seek to establish contact via social media sites the request should be declined. If Springboard staff or volunteers are pre existing social media 'friends' with parent/carers, Springboard issues must not be discussed through these sites.

Posting to Springboard's official social media sites should only be carried out by administrators. To highlight an activity or event or post a photo or video, a request must be sent to the respective administrator who will approve and post it. Permission must be gained from parents/carers prior to submitting photos or videos for approval.

This policy was adopted by Springboard Opportunity Group's Board of Trustees	
Date of meeting	24.11. 20
Date to be reviewed	Autumn 2021
Signed on behalf of the Board of Trustees	
Name	
Role	