



St MARK'S SOCIAL EDUCATION DAY SERVICE

For people with Autism & Learning Disabilities



SOCIAL NETWORKING POLICY

Date Reviewed	Reviewed by	Next review date
January 2015		January 2016

1. Introduction

1.1 The use of online social networking sites (e.g. Facebook, Myspace, Twitter etc.) can provide a very positive way to keep in touch with people and exchange ideas and thoughts on common interests, although there have been occurrences where these services have been used for less positive reasons or used for a substantial length of time during working hours; hence the need for formal guidance.

2. Use of Social Network Sites

2.1 If an employee's personal internet presence does not make any reference to St Mark's and the service cannot be identified, the content is unlikely to be of concern to St Mark's. If the employment at the service is referred to then the information would need to comply with the employment conditions outlined below.

2.2 An individual is free to talk about themselves. However, if they mention the service and the service is brought into disrepute, this may constitute misconduct or gross misconduct and disciplinary action will be applied. (Please refer to the Disciplinary Policy).

2.3 An employee should not disclose any confidential information relating to his/her employment at St Mark's.

2.4 Sites should not be used to verbally abuse staff/students or anyone related to St Mark's. Privacy and feelings of others should be respected at all times. Employees should obtain the permission of individuals before posting contact details or pictures. Care should be taken to avoid using language which could be deemed offensive to others.

2.5 If information on the site raises a cause of concern with regard to conflict of interest, employees should raise the issue with their line manager.

2.6 Viewing and updating sites should not take place during working hours.

2.7 Sites should not be used for accessing or sharing illegal content.

2.8 Any serious misuse of Social Networking sites that has a negative impact on the Service may be regarded as a disciplinary offence.

St Mark's does not discourage staff from using such services. However, all should be aware that St Mark's Day Service will take seriously any occasions where these services are used inappropriately. If occasions arise of what might be read to be online breach of confidentiality, bullying, harassment or any inappropriate content, these will be dealt with in the same way as other disciplinary instances.