

# **Gainsborough Adventure Playground Ltd**

## **Social Networking Policy**

GAPA realises that social networking has now become an integral part of every day life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also aware that these sites can become a negative forum for slander, victimisation and bullying and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

This policy has been designed to give staff members clear guidelines as to what we at GAPA expect of our staff when accessing these sites.

This policy includes, but is not limited to, the following specific technologies:

- Personal Blogs
- LinkedIn
- Twitter
- Facebook
- Personal Web sites

When using social networking sites staff/committee members should give careful consideration to the following:

- Personal blogs should have clear disclaimers that the view expressed by the author of the blog is the author's alone and does not represent the views of GAPA.
- Information published on personal blogs is subject to the settings confidentiality and data protection policies.
- All postings and photographs posted on any blogs, forums and social networking sites are subject to the settings confidentiality and data protection policies.
- Always be respectful to
  - GAPA
  - Other staff members
  - Parents/Carers and relatives
  - Children
  - Partners
  - Competitors,
  - Other users of the social network community

Staff should be aware that any disrespectful comments to any of the above may be seen as libellous.

- Social media activities should not interfere with work commitments.
- An individual's online presence reflects on GAPA. Staff must be aware that their actions captured via images, posts or comments can reflect on the setting.
- Staff are not permitted to post anything about the children attending the setting past or present, their families or any other member of staff
- Respect copyright laws, use references or cite sources appropriately. Plagiarism applies online as well.
- GAPA logos and trademarks may not be used without written consent.
- Any employee, who becomes aware of social networking activity that would be deemed distasteful, should make their manager/committee aware by implementing the whistle blowing policy.

Any breaches of this policy will be subject to the settings disciplinary procedure.