



## **Code of Conduct for all Staff (paid / unpaid) when using the internet, social media and mobile phones**

Adults who work with children and young people are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motives and intentions.

This Code of Conduct is not exhaustive and should be amended to reflect any additional expectations of staff.

- All communication by staff via the Internet/social media platforms will be for professional purposes only.
- All communication should acknowledge and maintain respectful professional boundaries and be transparent and open to scrutiny.
- Staff should not use the internet to share / communicate any personal messages with young people they know only from the workplace.
- Staff should not share their personal profile with young people they know only from the workplace and never accept 'friend requests' from young people or request young people they know only from the workplace be their 'friend'.
- All staff should record and report without delay any situation where they feel the actions of themselves / others (including young people) may have compromised the organisations or their own professional standing. Such incidents should be reported to their line manager.
- Any member of staff concerned about the professional conduct of another member of staff should report this to their line manager.
- Any fan of the organisation's social media platforms can request to have photos/ comments relating to themselves removed by contacting the administrator.
- Any comments made on the organisation's social media platforms by others that is deemed hurtful shall be removed by the administrators, and appropriate action will be taken.
- Mobile phones and devices should not be used by staff during any sessions, unless for emergency purposes as agreed with line manager.

- Staff should not share their mobile phone numbers or have any contact with children and young people on their personal devices. An organisation-specific mobile phone is available to contact parents/guardians in emergencies.
- Staff will not use personal devices to take photographs or video of young people unless agreed to by their line manager (in cases where organisation equipment is unavailable). In these cases photographs will be downloaded to an organisation PC/device as soon as possible and permanently deleted from the personal device.