**MONITORING AND ACCOUNTABILITY**

**Policy Statement**

It is incumbent upon all staff to act and practice at a level which protects our service users. The world has changed and now allows impulse reactions to be sent via information technology and almost immediately be seen in the public domain.

Social media is now part of everyday life for a large majority of people and staff must be aware of the issues that can, even without intent, be intrusive and damaging for people and relationships within the work setting.

The policy also includes how the organisation monitors staff working hours and the actions that it takes if it discovers that staff have been falsifying timesheets or records.

**Aim of the Policy**

**1. The Use of Time Sheets.**

Time sheets must be completed and handed to the manager on the agreed date of every month. The information will be cross referenced with staff rotas to ensure that the correct payments are made. If on receipt of wage payments, you have any questions please contact the manager as soon as possible. The organisation will make every effort to ensure correct and timely payments are made on receipt of the above information.

The organisation expects honesty and transparency and will take disciplinary measures if it discovers that there has been deliberate falsifying of time sheets and workers have not been carrying out their agreed working hours. The outcome could result in a workers’ dismissal.

**Supervisions and appraisals**

Regular supervisions and the annual appraisal system will also be part of staff and workers overall monitoring.

**2. Scope of Policy with regards to Social Networking Sites Use**

There are various numbers of these sites including:

* Facebook
* Twitter
* Snapchat
* Instagram
* Tik Tok
* WhatsApp
* YouTube

**Policy**

The organisation expects all staff to be familiar with the Skill for Care conduct, particularly in regard to the upholding of public trust and confidence in social care services. It is important for staff to remember that these are social sites and that anything regarding work should not be on any of these forums. Where staff need to discuss any matter regarding work, this should be kept within the workplace and discussed in the first instance with the manager via the proper channels. If this does not resolve the issue, the staff grievance procedure is available. It is vital that staff do not involve service users, their families or representatives on these sites as confidentiality and the *General Data Protection Regulations 2018* could be breached.

Tik Tok in particular can be easily misused. Pictures or videos of residents must remain private e.g. Birthday Party photos etc. Where any misuse of the above-mentioned sites or any other online sites has been brought to the attention of the home manager, the disciplinary procedures will come into play where appropriate.

**Consent**

Where any service users are named or photographed, consent must be sought where these are taken into the public domain via social networking or any other publicity. Similarly, with staff there should be no assumption that because they were photographed at a staff party that it should appear outside of the project setting.

This policy will be reviewed by the manager annually.