

PLUS SOCIAL MEDIA POLICY

PLUS Social Media Policy aims to provide staff with guidelines on how to use the Internet and Social Networking Sites and to ensure they operate in line with the company Safeguarding Policy.

It applies to anyone working with children at PLUS courses.

PLUS recognises that many employees and staff will use social media in a personal capacity throughout their employment. PLUS employees using social media in a personal capacity should make sure that their communications do not do any of the following:

- Breach confidentiality or copyright
- Breach the terms of this policy
- Bring themselves or the organisation into disrepute
- Do anything that may be considered discriminatory against, or bullying and/or harassment of, any individual

They should also make sure that their social media pages are set to an appropriate security setting so that students cannot access personal information.

Staff are also required:

- Not to give their personal details such as their home or e-mail address, mobile number, social network sites to students unless this has been approved in advance in writing by Head Office.
- Not to establish, seek to establish or accept contact with students on networking sites. This includes accepting them as 'friends' on social networking sites.
- If a student repeatedly attempts to contact or correspond with a staff member, the staff member should also report the matter to the Campus Manager.

Monitoring of this Policy

PLUS reserves the right to monitor staff IT and social media usage to ensure that they adhere to this policy. In addition to PLUS Head Office, Campus Manager will monitor leisure staff usage, while the Course Director will monitor teachers' usage.

Any violation of this policy may be considered as potentially gross misconduct.