

Social Networking Policy and Supporting Strategy

Policy Aims

To promote a professional working environment where staff understand the parameters surrounding acceptable behaviour regarding the use of social media, company internet and company mobile phones.

To ensure, through safeguarding protocols and practices, that potential risks to staff and learners from social networking are minimised.

Principles Underpinning the Policy

- We recognise that social media, in its various forms, both professionally and privately, if used correctly can enrich our lives.
- We appreciate that technology and its application is rapidly evolving, therefore this policy will be reviewed and updated at least annually to reflect this changing environment.
- We understand whilst BCTG staff have a right to a private life and freedom of expression, all employees must avoid making any comment on their personal social media accounts which is likely to harm the security or reputation of the Company. This applies to commentary on organisation policy, services or directly on BCTG as an employer.
- We realise the use of social networking sites and inappropriate usage of the internet introduces a range of potential safeguarding risks, so it is necessary to introduce measures to ensure the wellbeing of staff and learners.
- We are aware that Social Networking platforms can be used to target young people and vulnerable adults. Our Safeguarding Policy outlines in detail sexual harassment, online safety and the potential risks that can occur online. BCTG ensures that all staff receive Safeguarding training and prevent training and will maintain CPD accordingly.

Related BCTG policies

- Staff Handbook
- Safeguarding and Prevent

Strategic implementation of the policy

- All partners are required to co-operate, conform, and comply with the requirements of this policy.
- Staff will have received appropriate safeguarding training to understand the implications and severity of inappropriate use of both equipment used professionally and also personal and private usage.
- Staff will have received PREVENT training to understand their duty in the Counterterrorism and Security Act 2019

- Staff will adhere to the Staff Code of Conduct in all matters regarding sharing of social media communications with learners and others and understand that should they compromise the safety of themselves or the company's integrity they will be subject to BCTG disciplinary procedures.
- Detailed procedures and processes are laid out in the Staff Handbook regarding the application of this policy.

Policy Review

This policy will be reviewed annually by the BCTG Advisory Board.

January 2024