



Social Media Policy

This policy is intended to provide guidance on the use of all relevant, accessible means of communication, including social media.

1. Usage

- (a) Social media account for Sussex Against Bullying will be set up by a designated person and use of this account should be checked with the designated person.
- (b) Social media accounts will require registering to a Sussex Against Bullying email address and utilising an appropriate password.
- (c) Sussex Against Bullying will always consider the privacy of colleagues and others and will never broadcast open details (including photos of individuals) that may reveal personal information such as home address, date of birth, street name, car number plate or other similar information.
- (d) On Facebook Sussex Against Bullying will have company/organisation pages, not individual accounts. Lists of people clicking on the 'Likes' button will only be available to Sussex Against Bullying.

2. Content

- (a) Nothing detrimental to Sussex Against Bullying will be posted by staff on any social media sites.
- (b) Wall posts and other comments posted by others will be monitored. If posts are deemed unsuitable they will be deleted. Postings from people who frequently post unsuitable comments will be blocked.
- (c) Sussex Against Bullying staff will not post comments on other social media sites, without checking content with their line manager or the designated person.

3. Personal Accounts

- (a) If you mention Sussex Against Bullying or anything connected to it you should identify that you are an employee of Sussex Against Bullying and that the views expressed are yours alone and do not represent the views of the organisation.
- (b) Unless given permission by your line manager, you are not authorised to speak on behalf of Sussex Against Bullying, nor to represent that you do so.
- (c) You may not share confidential information about Sussex Against Bullying.

- (d) You should exercise good judgement and post nothing detrimental to Sussex Against Bullying on these sites.

Review date: 7th August 2019
Reviewing person: Benjamin Checkley

Approved 28th August 2018