

# Social Media and Online Safety Policy

<b>Policy Management</b>	
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Signed:	Date:

## 1. Purpose

This policy sets out how we use social media responsibly and protect service users from online risks.

## 2. Professional Use

- Only authorised staff may post on Bee-Able's official accounts
- All content must be appropriate, respectful, and protect confidentiality
- We do not share identifying images without written consent

## 3. Personal Use

- Staff and volunteers must not connect with service users on personal accounts
- Staff must not post work-related content on personal profiles
- Any online interactions must comply with the Code of Conduct

## 4. Online Safety for Service Users

We:

- Promote safe use of technology in sessions
- Support service users to understand privacy and risks



- Have clear rules about using devices during activities
- Take concerns about online harm seriously and respond appropriately

## 5. Breaches

Breaches of this policy may lead to:

- Removal of content
- Disciplinary action

## 6. Monitoring and Review

We will review our practices regularly and this policy every year to make sure it stays relevant and effective.