Social Media

We ask that all PACE staff are aware of the information they produce and share on social media. Anything you post could be shared widely so please be careful about what you post. People are likely to see you as a representative of PACE even if you are posting in a personal capacity.

Social media must not be accessed via PACE computers or smart phones. You should only access social media through your personal devices during breaks and outside working hours.

Social media should not be used to express criticism of the organisation, or say anything derogatory, defamatory, discriminatory, inappropriate, unsubstantiated or offensive about PACE, team members, children or parents and carers. If you have concerns, please follow the grievance procedure or the whistleblowing policy.

You should not share any information which is confidential or sensitive, including information about PACE, children, parents and carers or other team members. This includes posting pictures of children, parents or carers, other team members or our uniform without the permission of Head Office.

Staff are not allowed to be in contact with team members or services users who are under 18 or are considered vulnerable on their social media accounts. If you have parents accessing your social media profiles, your communication must remain professional at all times, and not contain any reference to PACE, other staff or children..

Staff who are over 18 are not allowed to be in contact on social media with staff, volunteers, people on placements or doing apprenticeships if they are under 18.

All our policies and expectations about behaviour apply to things you share on social media, including posts made outside of working hours and/or on personal devices. If you are found to be sharing content which does not follow these expectations on your personal social media a disciplinary process may be started.

Related policies and procedures

This document should be read alongside our organisational policies and procedures, including:

- Use of Computers and Devices & Online Safety for Children Policy,
- Safeguarding Policy,
- Disciplinary Policy,
- Bullying and Harassment Policy.