

ASD Family Help

ASDFH Phone and Social Media Policy

In order to keep our members, volunteers and staff safe the following guidelines must be followed by all involved in ASDFH activities.

Phones

- No personal phones may be used at activities (members, volunteers or staff)
- No photos may be taken on personal phones
- Staff ASDFH phones may be used to take photographs of children (with permission)
- Staff personal phone numbers should not be shared with members, families or volunteers (other than any relationships pre existing their ASDFH role)
- Volunteers should not share phone numbers with members or families (other than any relationships pre existing their ASDFH role)

All Social Media (including Facebook, Twitter, Instagram – please note this list is NOT exhaustive and will cover all current social media and any new platforms not currently available)

- No photos may be put on social media without prior permission
- Children/members must not be named in photos
- Staff must not be 'friends' (or similar link on other social media sites) with volunteers, families or members (other than any relationships pre existing their ASDFH role)
- Staff should set up an ASDFH personal profile and use this for any contact with families, members or volunteers. These accounts MUST be linked to work phones and work email accounts. This maintains professional boundaries and these ASDFH profiles will be monitored to support safeguarding (passwords shared with Charity Manager)
- Volunteers must not be friends with members or (other than any relationships pre existing their ASDFH role)

If a volunteer or staff member has any concerns or queries regarding what contact is permissible, please ask the Volunteer/Staff Coordinator or Charity Manager.