



Social Media Code of Conduct - Staff and Volunteers June 2020

Social media is a powerful tool – it gives you a chance to network and stay in contact with people that you don't see regularly. However, it has risks and we would ask you to think carefully about how you use it. Vulnerable young people may use social media in an inappropriate way and it is important to understand and recognise when this happens and how to act accordingly. The following guidance is in addition to Rodolfus's Safeguarding Policies & Procedures which are available on the Rodolfus website.

Technology is a constantly changing medium and no policy can cover every social media site or application in full. It is advised therefore that you follow these key principles when dealing with any and all sites and applications:

- Staff must not use social media to look up the accounts of, contact or interact with young people;
- Staff must not identify young people on social media by tagging or naming them;
- Staff must not respond to attempts to contact them on social media by young people, and any contacts made must be reported to the Head of Safeguarding and recorded.
- Staff must not use social media in a way that could bring the Rodolfus Foundation into disrepute.
- Where possible, all personal social media accounts should be set to 'private' so as not to be accessed by members.
- Do not use personal devices to take photos and videos of members, with the following exceptions:
 - 1 Mass shots/videos taken on concert day in the performance space with no individual identifiable clearly.
 - Pre-approved use of personal device for professional use by the Board of Trustees.

Email and other electronic communication:

- All email contact with students should go through the Rodolfus Office by emailing charlotte@therodolfusfoundation.org.uk
- Staff should:
 - Direct members to contact the office with any queries.
 - Contact the office if they need to get in touch with a member.
- Staff should not:
 - Obtain or attempt to obtain students' contact details (email address or otherwise)
 - Give out their own contact details or those of other staff members

Should a member of staff wish to work with a student in another capacity (for instance to tutor privately, engage them in another musical activity) a discussion should take place with the Head of Safeguarding before initial contact is made (via the office).