

Inverbrothock Out of School Care Club

Charity Number: SC030097

Internet and Social Network Sites policy

At Inverbrothock Out of School Care Club we have a strict policy for staff on using the internet and social networking sites such as Facebook and other social media platforms. Whilst we cannot control what staff do in their own time, we can set out guidelines for them to follow when on these sites.

- If staff are friends with parents on these social networking sites, then they will conduct themselves in a professional manner and Inverbrothock Out of School Care Club will not be mentioned in conversation out with club or on social networking sites.
- Staff will not talk to parents on these sites about any other staff that work at the club.
- Staff will not talk to parents on these sites about the parents' own children or any other children who attend the club
- We trust that staff will not conduct themselves in an unprofessional manner.
- If any staff member is found to be using these websites to talk to parents about any club business, then disciplinary action will be taken against that staff member.

Staff have a responsibility to conduct themselves in a professional manner whilst using these sites. Staff should remember the Scottish Social Services Council codes of conduct when using these sites. Any breach of the codes or any of Inverbrothock Out of School Care Club policies and procedures by a staff member will result in disciplinary action being taken. See our disciplinary policy for more details.

This policy is approved and hereby adopted by the IOOSCC Committee.

Updated July 2025.