



# CAMBRIDGE UNITED COMMUNITY TRUST

**At the heart of a healthier, stronger & more equal community.**

## Social Media, Internet & Image Use Policy

<b>Date of last review</b>	March 2022	<b>Reviewed by</b>	S Gomarsall
<b>Date of next review</b>	March 2023	<b>To be reviewed by</b>	S Gomarsall & Vicky Neal

Cambridge United Community Trust (CUCT) is committed to the welfare of its staff and young people and as such has adopted the following policy in relation to social media, internet use and image use.

Social media, the internet and images are powerful tools for furthering the objectives of CUCT, but are also potentially dangerous if their use is not regulated. The purpose of this policy is to ensure that CUCT is able to capitalise on the benefits of social media, the internet and images while attempting to control the potential risks involved.

1. Any official CUCT social networking account, such as Twitter and Facebook, will be managed by a member of staff with a relevant DBS check and up-to-date Safeguarding Children certificate.
2. No member of staff shall create any online or social media accounts related to CUCT without the express permission of the Community Trust Manager.
3. Staff shall only have access to official CUCT social media accounts with express permission of the Community Trust Manager.
4. Staff with access to official CUCT social media accounts should be especially aware of preventing any other person from accessing media and technology devices which are logged into these social media accounts.
5. Staff will not use internet or web based communications to send messages unrelated to CUCT activity to a child or young person that is known to the member of staff through their role at CUCT.
6. Staff will not use any foul, offensive or derogatory language on any social media site or internet post.
7. Staff will not post any inappropriate content, including images, to any internet site.
8. All images taken should be with the informed consent of participants.
9. Images taken of children should have the informed consent of the children's parent or guardian.
10. Staff will not post any confidential information to any internet site.



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11. Staff will keep in mind that their responsibilities for Safeguarding extend to activity on the internet, and as such any signs of abuse or neglect online should be treated as per CUCT's Safeguarding Policy.
12. Staff will remember that at all times they are a representative of CUCT and will act in a professional manner, both in person and via the internet.
13. All CUCT I.T & mobile equipment will have appropriate and up-to-date anti-virus software installed.
14. When a staff member is using their own equipment to access the server, they will be required to have appropriate and up-to-date anti-virus software installed.
15. Staff should take care to ensure they are not opening links from un-verified sources. If unsure, staff should contact the sender verbally to verify the link is genuine.
16. Should a staff member suspect that they have been the victim of a virus or other attack, they should immediately inform the Community Trust Manager, Sam Gomarsall ([sam.gomarsall@cambridge-united.co.uk](mailto:sam.gomarsall@cambridge-united.co.uk)) and CUCT's I.T. support provider, N-Cis ([support@n-cis.com](mailto:support@n-cis.com)) for guidance.