



# **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

## **Social Media Guidance Code**

*'Building a vibrant, Christ-centred community with a vision  
for extending His Kingdom'*

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## **SOCIAL MEDIA GUIDANCE CODE**

This code, which is guidance for those in paid employment of Ruislip Baptist Church and volunteers working with children and young people, should be read alongside our Social Media procedures, our Good Practice Guidelines and our Safeguarding Procedures.

The Youth worker is provided with a mobile work phone which she/he must use when communicating with children and young people. (It is not necessary for anyone working with primary school children (0-11) to have a child's mobile phone number or email. If it is necessary to speak with a child's parent or carer calls should be made from the church office).

The Youth workers mobile number should be widely communicated to all young people and can be used in the public domain. Any communication with young people should only be at sociable times of the day. Details, including phone numbers, of young people are only held where consent is given by both parent and young person. Records of messages should be kept.

General communication should be via groups, such as a Roots and Refine Facebook page, Instagram and WhatsApp. The Youth worker should be the person to set up these groups. Only volunteer leaders who need to be included in these groups (for mentoring, pastoral support, administrative reasons for example) should be invited to join and the Youth worker should record the reason for them being invited. Volunteer leaders contacting individuals on a regular basis should let the Youth Leader know if a young person requests to follow the youth worker or a volunteer leader on Instagram or initiates a friends request on Facebook this should be declined.

General guidelines when communicating via any form of electronic communication:

- It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and the use of inappropriate terms should never be used.
- It is essential that that all content including photos is suitable
- Be aware of age limits on social network sites
- All communication should be kept in the public domain