

Caring, listening and supporting partnership



A charity supporting adults
with learning disabilities to speak up





What is this policy about?

A policy says how rules must be followed. This policy talks about the rules when using social media at CLASP.



What is social media?

It is when you use your mobile phone or computer to chat to people on places like Facebook, WhatsApp and Twitter. You can search for information on websites and can also watch videos on YouTube and TikTok.



The rules

Here are the rules that everyone involved with CLASP must stick to when using social media:

Rule 1

Do not behave badly

No rude language. No bullying. No calling people names. No treating someone unfairly because of who they are or what they look like (called discrimination).

If you behave badly, CLASP will take down your post and block you. CLASP will also take away your membership so you can't join in with any future CLASP activities. If it is very serious, the police may be involved.



Rule 2

Everyone's privacy must be kept safe

Remember that everything said on social media is public information.



You cannot gossip about anyone, or share their private information unless they give their permission. Things like their name or where they live.

Rule 3

Easy read

You must write everything in an easy read format so that everyone can join in and get involved.



Rule 4

Get people's permission before using photos

The person in the photo has to say it is ok to use their picture. If they don't use words to communicate, their carer has to say it is ok.



Permissions are kept in a file in the office.

Rule 5

Keep messages & posts short and about CLASP

No personal messages or talking about something that is nothing to do with CLASP.





Rule 6

Personal use

If you have permission to use CLASP's equipment to go on social media, you must follow the rules in this policy. Remember:

- * do not break the equipment
- * keep personal emails separate to CLASP emails
- * understand that CLASP has a right to read everything you write
- * if you are being paid to do CLASP work, you cannot do your personal work at the same time
- * you cannot do any work for another organisation
- * you cannot watch porn, or abusive videos, or gamble
- * you must keep to the rules of the Data Protection Act

Rule 7

Absolutely no lying

No one is allowed to write things that are false or changes what people think about CLASP. If it is serious, the police will be involved.



Rule 8

Writing emails or writing letters

CLASP will use email to keep in touch with members. If you don't have email, you can ask for information to be sent to you by post.



Rule 9

Talking to journalists

All statements for the newspaper or the radio must go through the CEO or Chair of Trustees first.



Rule 10

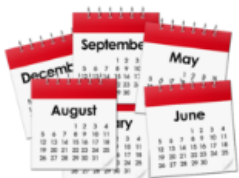
Passwords

If you use a password for CLASP work, you must share your password with your boss when you leave.



Anything else?

If you do not follow the rules in this policy, you may be punished. The police could get involved and you could go to court. This includes sending or posting information that upsets someone, bullies someone or embarrasses someone.



Updated by: Sammie Gibbs, Company Secretary

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