

## BeyondAutism Early Years' Parent Facebook Group Code of Conduct

### Purpose

BeyondAutism is committed to ensuring that the Early Years' service is a safe and happy place for all families, staff and stakeholders. Social media has many advantages and benefits in terms of communication, news and networking. We have therefore established a BeyondAutism Early Years' Parent Facebook group. Protecting our values, reputation and ethos is essential and where necessary we will act to ensure this.

### General use

Facebook is used to share experiences and to raise awareness about issues that are important to users. This means that many users may encounter opinions that are different from their own. To help balance the needs, safety and interests of a diverse community however, we may remove certain kinds of sensitive content. For these reasons, the parent Facebook group is a moderated group.

The group is open to all parents of children at Early Years. Children must not have access to the group. The group will not be open to BeyondAutism staff other than those staff responsible for moderation.

BeyondAutism reserve the right to remove any posting without warning. In the event that any parent of a child at Early Years is found to be posting defamatory or libellous comments on Facebook, such comments will be reported using the 'Report' link in alignment with Facebook's 'Community Standards'.

The Early Years' online community should be used as a forum for positive discussion. The parent Facebook group page should be used to build spirit and replicate the morale which the team endeavour to maintain for staff, children and families at the service. Any concerns, worries or enquiries should be discussed in person in the first instance with the Supervisor or Head of Early Years.

### Membership

Once your child has started at BeyondAutism Early Years, we welcome you to join the Parent Facebook Group to see and share information with other parents. If after your child has left the service you still find the group useful you are welcome to remain part of the group.

### Guidelines

**The parent Facebook group should reflect the following practice and users are encouraged to:**

- Exercise good judgement. It is advised that all users assume that all information shared on social media is public information regardless of privacy settings.

- BeyondAutism has a responsibility to ensure that all members of the Early Years' community, be they staff, children or parents, are treated with respect at all time. Users are asked to keep the tone of discussion positive and respectful.

Be responsible and ethical. As noted above, worries or concerns relating to children need to be communicated using the proper channels, which means speaking to Early Years' staff in the first instance. Comments made online are considered to have been 'published' and remain on the internet indefinitely. Users are encouraged to consider very carefully before making any negative comments online, as should those comments be considered to be offensive, BeyondAutism may have no option but to take further action by referring matters to the relevant authorities.

**Users are expected not to:**

- Share personal, confidential or private information. Avoid discussing personal schedules and routines, or give out personal information regarding children, other parents or staff. Always respect the privacy of the Early Years' community, and assume that online 'private' conversations are never private.
- Post images, photographs or videos. It is not acceptable to post pictures of children without the expressed consent of their parents. Upon admission to BeyondAutism Early Years each child's parent agrees or disagrees to using images for publication in a variety of literature regarding the service and charity. Due to confidentiality reasons BeyondAutism cannot release the names of these children. It is vital that these guidelines are adhered to when uploading any media to the parent Facebook group. We assume that any images, photos and videos that you have uploaded have followed this code of conduct and BeyondAutism does not take responsibility for your images, photos and videos. If BeyondAutism believes permission has not been granted, then the post will be removed.
- Share information without checking it first. Links to other sites may provide useful and interesting content for other parent users. Reposting a link without looking at the content first could result in unwanted content being shared publicly.
- Request BeyondAutism staff as 'friends' on Facebook. Users should not be upset if a friend request is declined, as staff must respect professional boundaries and the BeyondAutism staff Code of Conduct places restrictions on their social media use.

**BeyondAutism reserves the right to suspend any user from interacting with its social media accounts for breaches of this Code of Conduct without notice or explanation.**