

## **Wisbech Adventure Playground: Facebook Policy**

### **Online safety**

- We have an incident and log of concern system to record any safety announcements we make, any concerns we have about users, or any action that we take against users.
- We will make it clear through notes and status updates that we have a zero-tolerance approach to bullying anyone using the page for that reason will be blocked.
- We reserve the right to remove from the Facebook page any material posted that the Playground Team/Management consider inappropriate or offensive.

### **Photos**

We will seek written consent from parents /carers before taking photos for use on our Facebook page. The consent form will explain how the photos will be stored and used. Photo consent is incorporated into our membership form.

#### ***At public events:***

- We will have a sign up on the wall explaining that we are taking photos, what they will be used for and what to do if parents/ carers/ young people do not want their photo to go on Facebook.
- We will only use work (Cambridgeshire County Council) issued mobile phones /cameras to take photos and once stored all photos will be deleted from these phones.
- If parents/carers/young people object after having their photo taken we will delete it immediately from the phone/camera.

#### ***When posting the images online:***

- Names will not accompany photos of under 16s without the written consent of a parent / carer.
- We will remove photos from the page immediately on request from a young person, parent or carer.

### **Content**

- The content we will post will remind, inform, educate or just entertain, but must always fit in with Cambridgeshire County Council ethos, objectives and brand values.
- Content will not be uploaded if it's unsuitable for any part of our audience - for example unsuitable for children or younger teenagers.
- We have posted a note stating that Cambridgeshire County Council cannot be held responsible for external advertising.
- We have a link to the Cambridgeshire County Council website homepage to reassure parents and young people that the Facebook page is authentic.

### **Illegal Content:**

Any illegal content will be removed by the moderator. Illegal content includes such things as copyright infringements (e.g. videos including music that is copyrighted, images of trade marked logos, branded characters from films etc) certain types of advertising etc.

### **Moderation**

- **The Facebook** moderator (xxxx) will check the Facebook site daily from Tuesday to Saturday, will respond to discussions and posts **when appropriate** and possible and answer questions.
- **The Facebook** moderator will pass responsibility for daily moderation to another user if out of the office / **Playground** for a day or more.

### **Posts**

- **Young people aged 13 or over with a Facebook account** are allowed to post comments on our **Facebook** wall.
- We will post regular notes to tell fans about our policy on inappropriate comments and that we have a zero-tolerance approach to bullying.
- **Inappropriate** comments about other young people will be removed, and the author notified and warned that they will be blocked from the page if it happens again.
- Obscene or offensive comments, about other young people and Wisbech Adventure Playground will be removed and the author blocked from the page immediately.
- Negative comments about Wisbech Adventure Playground will be left online and responded to as it is important for the credibility of the page that young people see it as an honest forum.

### **Staff use**

- **All Facebook administrators / moderators are CRB / DBS checked.**

### **Education Wellbeing Team: Data Protection Privacy Notice**

Details about how we use your data and the rights you have around this can be found in the Cambridgeshire County Council Education Directorate privacy notice

[www.cambridgeshire.gov.uk/privacy-statement/education-service-privacy-notice](http://www.cambridgeshire.gov.uk/privacy-statement/education-service-privacy-notice)

If you have any queries, please contact the Data Protection officer at [data.protection@cambridgeshire.gov.uk](mailto:data.protection@cambridgeshire.gov.uk)

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| Reviewed 04-10-18    | Violet Loveridge | Lead Playworker |
| Reviewed 04-10-18    | Diane Fenner     |                 |
| Next review 04-10-18 |                  |                 |