



Communication Policy

Introduction

It is the policy of **FUTURE ROOTS**, registered at Rylands Farm, Boyshill Drove, Holnest, Sherborne DT9 5PS, to apply the following principles to communications, including the use of social media.

Policy Statement

Future Roots' work sometimes bring our staff into contact with their participants via online and mobile technologies. While this can be used positively, staff and participants need to be protected from any potential safeguarding issues. Staff should not establish or seek to establish social contact with participants for the purpose of securing a friendship or to pursue or strengthen a relationship. If a participant or parent seeks to establish social contact, or this occurs coincidentally, the member of staff should exercise their professional judgement . There will be occasions when there are social contacts between pupils and staff, where for example the parent and teacher are part of the same social circle. These contacts, however, will be easily recognised and openly acknowledged.

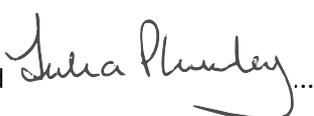
Nevertheless, there must be awareness on the part of those working with young people that some social contacts, especially where these are not common knowledge can be misconstrued as being part of a grooming process. This can also apply to social contacts made through outside interests or through the staff member's own family. It is recognised that staff can support a parent who may be in particular difficulty. Care needs to be exercised in those situations where the parent comes to depend on the staff member for support outside their professional role. This situation should be discussed with the Director and where necessary referrals made to the appropriate support agency. In order to safeguard both staff and participants, the following policy guidance is being issued.

Social Networking

Under no circumstance whatsoever should there be any 'e' correspondence about Future Roots, participants or other members of staff which could enable individuals to be identified as members of Future Roots on any social networking sites (e.g. Facebook, chatrooms etc.). For this reason it is very strongly advised that staff do not have parents as friends on their social network site as it will be extremely difficult to maintain discussions without identifying staff, participants or Future Roots.

Personal Telephone Numbers

As a general rule, staff should not give personal telephone numbers or email addresses to parents and never to participants. Should it be necessary for parents/participants to have a contact number, where possible staff should use the office phone. In an exceptional case when it is necessary to give a contact phone number, the Director should be informed before a contact is given.

Signed ...

Name: Julie Plumley

Date: 06/01/2017

This policy will be reviewed annually, or as and when there are any changes in the law, procedures

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