

Social Media Policy

**There are too many sites to mention them all by name. This policy covers them all.** It is important when using social networking sites such as Facebook, Instagram or Twitter that Staff volunteers and students maintain confidentiality and ensure professional practice at all times, this is to protect the participants, parents/carers & families of any Innov8 Sportz’s session, along with any of Innnov8 Sportz’s Staff and volunteers and students. It is also to guard Innov8 Sportz’s reputation and the staff, volunteers and students of Innov8 Sportz’s own personal reputation as well.

Staff, volunteers and students’ guidelines when using social media sites include but are not limited to

* Staff, volunteers and students must not mention by name any of the participants from Innov8 Sportz sessions on their personal online profiles
* Staff, volunteers and students must not write direct or indirect suggestive comments about their work at Innov8 Sportz on their personal online profiles
* Staff, volunteers and students must not publish photos of the participants from Innov8 Sportz sessions on their personal online profiles
* Staff, volunteers and students must not publish photos of other Innov8 Sportz staff, volunteers and students during an Innov8 Sportz session on their online personal profiles
* Staff, volunteers and students must not write anything about other staff, volunteers and students on their online personal profiles
* Staff, volunteers and students must not use personal mobile phones to take photos at any Innov8 Sportz session
* Staff, volunteers and students must not mention any of the companies that Innov8 Sportz works with on their online personal profile without permission from appropriate persons.
* In order to maintain professional boundaries staff, volunteers and students are encouraged not to accept personal invitations to be friends with parents/carers of any participant and or participants themselves from an Innov8 Sportz session unless they know them in a personal capacity.
* Staff, volunteers and students are advised to set their online personal profiles to private so that only friends are able to see their information.
* Staff, volunteers and students are personally responsible for adhering to the terms of service of each site they use
* Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour in a professional employee of Innov8 Sportz
* Staff, volunteers and students will not have Innov8 Sportz anywhere in their personal profile where it could be deemed inappropriate

Any breaches of the Facebook & social networking policy could result in disciplinary action.

Innov8 Sportz has a Facebook and twitter page available. This is a communication and advertising tool for the company. We, as a company will use it to

* Promote certain events such as upcoming new sessions and local events that Innov8 Sportz is involved in
* To give news to participants and their parents/carers about our day to day running of Innov8 Sportz
* To show photos and videos of activities and special events with written permission from any participant or parent/carer where needed.

We also want to invite your thoughts & comments.

There are page administrators and they are responsible for keeping the pages updated on a regular basis. The page administrators reserve the right to remove any comments at any time.

The intent of the policy is to protect the privacy and rights of the of Innov8 Sportz, Staff, volunteers, students, participants, parents and carers.

We will remove any postings that:

* Name specific individuals in a negative way
* Are abusive or contain inappropriate language or statements
* Use abusive or generally negative terms about any individual
* Do not show proper consideration for others privacy
* Breach copyright or fair use laws
* Contain any photos or videos of any participant without necessary parental consent.

If you would like to report an inappropriate comment, then please send an email to [info.innov8sportzici@gmail.com](mailto:info.innov8sportzici@gmail.com)

This policy was adopted by: Innov8 Sportz CIC in September 2016, was reviewed September 2018, 2019 and 2020 with further review due September 2021.