POLICY DOCUMENT

The Recharge Club™

Social Media and Networking Policy

Staff Conduct on Personal Social Media and Networking Platforms

Document Owner:	Mrs Michaela Cmorej, Director and Designated Safeguarding Lead
Company Name:	NutriDive Ltd
Company Number:	16659858
Trading Name:	The Recharge Club™
Registered Office Address:	39 Coltsfoot Drive, Chorley, PR6 0JP
Designated Safeguarding Lead:	Mrs Michaela Cmorej, Director
Deputy Designated Safeguarding Lead:	Mr Michal Cmorej, Deputy Director
Status:	Mandatory Policy — applicable to all staff, bank staff and volunteers
Scope Note:	This policy concerns staff personal social media use. For management of The Recharge Club™'s own accounts, see the Online Safety and Acceptable Use Policy
Date Adopted:	1st August 2026
Review Frequency:	Annually, and immediately following any related concern or change in statutory guidance
Next Review Due:	Twelve months from the date of adoption
Related Policy:	This policy is read alongside the Online Safety and Acceptable Use Policy and the Staff Code of Conduct

1. Policy Statement

The Recharge Club™ recognises that staff have their own personal lives and their own social media accounts, and this policy is not intended to prevent normal personal use. It sets out clear boundaries around how personal social media and networking use interacts with a member of staff's professional responsibilities, so that children's privacy and safety, family confidentiality, and the organisation's reputation are all protected.

> ***No child is ever identifiable, directly or indirectly, in anything a member of staff posts on a personal social media account, and no member of staff connects with a child or family through a personal account under any circumstances.***

2. Purpose and Scope

This policy applies to every member of staff, bank worker and volunteer's personal use of social media and networking platforms, whether or not that use takes place during working hours or on organisation-owned equipment. It is distinct from the Online Safety and Acceptable Use Policy, which governs the management of The Recharge Club™'s own official accounts, and from the No Mobile Phones, Electronics and Valuables Policy, which governs devices brought in by children.

3. Legal and Regulatory Framework

This policy has been written with regard to the following legislation and guidance:

- The Children Act 1989 and the Children Act 2004
- Working Together to Safeguard Children, the statutory guidance on inter-agency working to safeguard and promote the welfare of children
- The United Kingdom General Data Protection Regulation and the Data Protection Act 2018
- Guidance issued by the Office for Standards in Education, Children's Services and Skills for providers registered on the Voluntary Childcare Register

4. General Principles for Personal Use

- Staff are free to use personal social media in their own time, provided this policy is followed
- Staff are encouraged to review and use the privacy settings available on any platform they use, to limit who can see their posts and personal information
- Staff exercise good judgement about what they post, recognising that content intended for friends can be seen more widely than expected, and can reflect on The Recharge Club™ even where it is not posted in a professional capacity

5. Prohibited Conduct

- Staff never contact, or accept contact from, a child or family connected with The Recharge Club™ through a personal social media account, personal messaging application, or any other personal networking platform, in line with the Staff Code of Conduct and the Online Safety and Acceptable Use Policy
- Staff never post a photograph or video of a child, even where taken innocently, even where the child is only incidentally in the background, and even where the family has given consent for The Recharge Club™'s own official use of images under the Child Protection and Safeguarding Policy; personal consent given to the organisation does not extend to a member of staff's personal account

- Staff never discuss a specific child or family online, including in a private message, a closed group, or anonymised or lightly disguised terms that could still allow the child or family to be identified by someone who knows the context
- Staff never post content that could bring The Recharge Club™ into disrepute, including negative comments about children, families, colleagues, or the organisation itself

6. Geotagging and Location Information

Staff do not geotag posts with the location of The Recharge Club™'s premises, or otherwise publicly share the premises address or identifying features of the building on personal social media, in order to protect both the physical security of the premises and the privacy of the children who attend.

7. Discussing Work Online

Staff may, of course, need to process a difficult day, but this is done through the supportive channels set out in the Staff Supervision and Wellbeing Policy, such as supervision, debriefs, and conversation with the Director, rather than through social media, even in a vague or anonymised way that could still be pieced together by someone familiar with The Recharge Club™. A genuine safeguarding or whistleblowing concern is always raised through the proper channels set out in the Child Protection and Safeguarding Policy or the Whistleblowing Policy, never aired publicly online.

8. Official Organisational Accounts

The Recharge Club™'s own website and social media accounts are managed only by the Director or Deputy Director, in line with the Online Safety and Acceptable Use Policy. No other member of staff creates, represents, or posts on behalf of The Recharge Club™ using any account, official or otherwise, without the Director's specific agreement.

9. Reporting a Concern

- Any member of staff who becomes aware that a colleague has breached this policy reports it to the Director, or the Deputy Director where the concern relates to the Director, in line with the Whistleblowing Policy
- Any member of staff who is contacted inappropriately online by a child or family reports this to the Designated Safeguarding Lead immediately, in line with the Child Protection and Safeguarding Policy, rather than responding to or simply ignoring the contact

10. Breaches of This Policy

A breach of this policy is addressed under the Staff Code of Conduct and, where appropriate, the organisation's disciplinary procedures, and, where a breach involves contact with a child or the sharing of a child's image or information, it is also treated as a safeguarding matter under the Child Protection and Safeguarding Policy.

11. Roles and Responsibilities

Designated Safeguarding Lead	Mrs Michaela Cmorej, Director. Addresses any breach of this policy, and any report of inappropriate online contact with a child.

Deputy Designated Safeguarding Lead	Mr Michal Cmorej, Deputy Director. Deputises fully for the Designated Safeguarding Lead in respect of this policy in their absence.
All Staff, Bank Staff and Volunteers	Follow this policy in their personal social media use, and report any concern about their own or a colleague's online conduct.

12. Training

This policy is introduced to every member of staff, bank worker and volunteer as part of induction, before they have any unsupervised contact with children, and is revisited at least annually alongside the Online Safety and Acceptable Use Policy.

13. Monitoring, Review and Related Policies

This policy is reviewed at least annually, and immediately following any related concern or change in statutory guidance. This policy should be read alongside the following related policies and documents:

- Online Safety and Acceptable Use Policy
- Staff Code of Conduct
- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Data Protection Policy and Privacy Notice for Families

This policy has been approved by the Director of The Recharge Club™ and forms part of the organisation's statutory compliance framework.