

BYZ Social Media and Communication Policy

Use of mobile phones, emails and social media

All BYZ staff and volunteers must obtain an **Enhanced DBS** before they start their role at BYZ.

BYZ staff who use mobile phones, email addresses and social media accounts will use **phones and accounts dedicated to BYZ work purposes**. Their private accounts are not to be disclosed to young people.

BYZ staff are not to communicate with young people via email, messenger, social networking sites or texting, without **prior written permission from the young person's parents/guardians**.

One-to-one communication between BYZ workers and a young person should normally be avoided, all communication should be in a **page or group context**.

Where groups are set up (e.g. Instagram / TikTok / SnapChat / Facebook / YouTube / Twitter), the **groups are closed** and only young people known to BYZ staff are invited to join. It remains the young people's choice to join a group or not.

In the exceptional circumstance when a BYZ worker might need to communicate with a young person individually, this is done through an **approved account** that a line manager/colleague can also access and where the conversations can be reviewed.

BYZ workers will ensure any communication takes place during **working hours: 8am-9pm**.

Use of cameras, photographs and videos

We use photos and videos of activities and projects involving members to report back to grant giving organisations, and to show our work on our website, publications and Social Media channels, as well as in the press. This means they are viewable by those with access to the internet.

We have a **Photo Consent Form as part of BYZ Registration Form**, which adults with parental responsibility for our members are asked to complete on joining.

Staff should ensure that:

- Only members with photo consent forms from their responsible adult are included in photos and videos;
- Only members who have given their consent are included in photos and videos;
- They use BYZ cameras or phones to take photos or record videos – no private phone or camera to be used;
- No personal information is evident or shared to protect the young people's safety and privacy. This includes full names, e-mail addresses, mobile numbers etc.

Review

This policy will be reviewed annually or in response to any changes in legislation or guidelines.

Approved by Andrew Barton, Jane Speed, Lilly-May Hopton

Date 22/6/26