

TRAINING MATERIAL

Here are a number of examples of appropriate and inappropriate use of social media and set the scene for the following checklist.

1. A 14 year old discloses by text to a Youth Worker's work mobile telephone that another Youth Worker had touched her inappropriately during the pilgrimage to Lourdes.
2. A young teenage boy and an older female, in a position of trust in the parish have sent 400 text messages to one and other last month, mostly in the early hours of the morning.
3. A summer parish activity took place for children during the first week in July and the leader posted five short video clips on the Parish '*Facebook*' page without the consent of the parents. It was clear who was in the footage and where the activities were taking place. Anyone could access the videos. Once the issues were identified the video was moved to a '*Facebook*' group where only the children and their families could access them.
4. A helper at a Church group for people with dementia took photographs of the people and put them on her '*Facebook*' page. Some of the images had names attached to them.
5. A young person confides by text that he has been self-harming.
6. A person in a position of leadership in a parish after a night out, at three o'clock in the morning, posted an image of herself on her '*Facebook*' looking worse for wear and by the time she realised what she had done they had been circulated.

Checklist – Issues to consider when engaging in Social Media

Before using social media or when reviewing its use - stop and ask yourself and others:

- What is your gut feeling about the communication? If you feel slightly uneasy about something you are about to publish then you probably shouldn't publish it. If in doubt speak to others /consult.
- Do the people you work with have access to personal information about you i.e. 'Facebook'?
- What type of information is available and how may that affect perceptions about you in your professional life?
- Will the content reflect poorly on you, the people you work with, your Parish or the Church?
- Is the information you are about to share personal/confidential? Can the person be identified by words or images? If 'yes' get permission.
- Consent - remember to ask over 16 year olds as well as under 16 year olds.
- Is your intention to post this material driven by personal or work based reasons?
- Are you confident that the comment or other media in question, if accessed by others would be considered reasonable and appropriate?
- Is there evidence that appropriate professional boundaries are being kept?

and finally,

- Is the information you are about to publish something you would wish to share with a stranger in the street?

Generally you should not use your personal mobile phone, e-mail address, or 'Facebook' account or similar to communicate.

**YOU MAY FIND IT USEFUL TO PRINT OUT THIS PAGE
WHEN ENGAGING IN SOCIAL MEDIA**