



05/01/2021

**RADIANCE ACADEMY
TOOWOOMBA**
Where dancers shine!

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PO Box 8149
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Staff Policy and Procedures Document 11A

SOCIAL MEDIA POLICY FOR JUNIOR STAFF

Do's

- We do ask our employees not to access their personal accounts during working hours unless it is in an emergency
- We do expect you to act responsibly and ensure your productivity isn't affected by social media use.
- Be careful what you post on Facebook or any other social media accounts
- Do not use Facebook to bully anyone or harass anyone
- We do contact Sally if we wish to post any studio news or announcements on FaceBook or other social media sites.
- All social media postings must be in keeping with our code of conduct.

DO NOT's

- Don't use personal Facebook account to discuss Radiance business
- We do ask that you do not post any material that:
 - ⇒ Is indecent, offensive, unlawful
 - ⇒ contains, or refers to or encourages:
 - ◇ offensive language;
 - ◇ sexual activity
 - ⇒ Any photos or pictures that are rude or overtly sexual
- We do understand that anonymity on Social Media is never guaranteed and we must exercise particular caution when posts, images or videos identify children in our care.
- You may not post photographs / videos that feature Radiance Academy Toowoomba dancers other than your own online without the proven consent of their parent/guardian.