



## **CODE OF CONDUCT**

### **I. LIF staff protocol around the use of social media**

The use of social media by LIF staff in relation to their professional work should always be in consideration that they are in a position of trust, especially when working with children who are vulnerable to abuse and violence.

Therefore the following principles should be considered:

- Always demonstrate a positive position.
- Be consistent – online postings must be consistent with protocol.
- Always think twice about what you post and share and how it will reflect on you and your colleagues.
- Use discretion in all personal communication and never claim that you are speaking on behalf of LIF. Make it clear that it is a personal point of view.
- Use a disclaimer.
- Know your obligations, sanctions and rules when using social media.
- Consider child safeguarding policies and procedures and do not discuss individual cases.
- Always show respect and courtesy. Be respectful of fellow colleagues and do not make derogatory comments.

### **II. Guidance to LIF staff when working on an online platform**

When working on an online platform /software design, preparing materials, data deployment, maintenance, upkeep, etc./:

- Provide clear, understandable and tailored to children's/ young people's point of view information. Avoid the deployment of misleading content.
- When engaging in online communication with children - listen and respect them at all times; don't patronise them.
- Always observe data protection and copyright laws.
- Ask permission before publicising information about the project.
- Be careful not to share personal information that makes a person individually identifiable.
- Raise to the Chairperson any issues and concerns and follow protocol in cases of inappropriate comments or material.