



First EI Program/The Arc of the South Shore

Social Media & Gift Giving Policies

Social Media:

- For the protection of both the staff and client confidentiality, staff are prohibited from using social media, including but not limited to Facebook to connect with families while your child is receiving services from the First EI Program.
- From time to time families have requested to video or audiotape a session so other family members who are not able to attend can be part of the services for their child. If you would like to tape a session, we ask that you:
 1. Inform the staff person prior to taping
 2. Not post tapes on any social media including but not limited to YouTube.
 3. Only use the tape for your personal use for the purpose of assisting with your child's development.

Gift Giving:

- At times families would like to thank an individual staff person for their work with their child. Although your thoughtfulness is appreciated, it is **against agency policy to accept any personal gifts while your child is enrolled in the First EI Program**. If families would like to extend a gift, they can do so by either purchasing an item on the First EI Program wish list, provide a monetary gift to the program in the name of the staff, or purchase a gift that can be shared by all staff. A letter to the CEO or First EI Program Director is also a nice way to acknowledge staff for the work they do. These letters will be shared with The Arc of the South Shore's Board of Directors and placed in the staff person's personnel file.