

Stalbridge Pre-School Social Networking Policy



This policy applies to all Stalbridge pre-school employees, committee, Parents/carers, students and volunteers.

State of social media: Stalbridge Pre-School recognises that social media, professional networking and personal web sites can be useful technologies and Stalbridge Pre-School does not wish to discourage the use of this.

Stalbridge Pre-School expects that anyone connected to the Pre-School will use **good judgement** with regard to the materials that they post online.

This policy aims to set guidelines that employees, committee members, parents, students and volunteers should have when using social networking sites.

Relevant technologies: This policy includes (but is not restricted too) the following specific technologies: Personal blogs, Facebook, Twitter, My Space.....

Responsibility: Any material presented on line in reference to Stalbridge Pre-School by employees, committee members, parents, students or volunteers is the responsibility of the poster.

At no time should any posts breach the safeguarding of children, to ensure this you will not :

- Reference children, parents, employees, committee, students, volunteers or other professionals connected to the setting.
- Include any photographs or materials that identify the setting or children and their families, this will include photographs shared with you via Tapestry, this will result in access to your child's Tapestry account being removed.
- Include photos of employees, committee and volunteers without their permission.
- Copy or share any photos or information that has been added to the settings private social networking page.

Topic matter guidelines: Stalbridge pre-school employees, committee, students and volunteers are encouraged to use the following guidelines:

- Remember that no information sent over the web is totally secure, you may use a user name that you think is anonymous but you may be recognised.
- Maintain professionalism, honesty and respect.
- Apply a 'good judgement' test before posting anything that may relate back to Stalbridge Pre-School ie; could you be guilty of leaking or discussing confidential information, is it negative commentary about the pre-school, its families, members or employees, is the information you are about to post readily available to the public.
- Refrain from making comments or posting photographs of themselves that could give a negative view of the setting or staff to current and future clients.
- Refrain from 'liking' or 'sharing' materials that are seen to promote bullying, terrorism or stereotyping in any form.
- Refrain from adding Stalbridge Pre-School as your place of employment.
- If any committee, member or employee becomes aware of any social networking practice that would be deemed detrimental, distasteful or fail the good judgement test please contact your Chair Person or Manager.

Social Networking Policy and Procedures continued:

Social Networking friendships: Whilst Stalbridge Pre-school recognises that staff may already be friends with families before a child joins the setting, we recommend that:

- Staff do not request 'friends' of parents whose children currently attend the pre-school where no personal relationship previously existed.
- Staff decline any 'friend' requests from new parents/carers.
- Staff and parents do not use private 'chat' means to discuss children or the setting.

Sensitive matters: Any on-line communication regarding propriety information such as strategic decisions, pay scales or working hours that may be deemed inappropriate for uncoordinated public exchange is forbidden.

Any employee, committee member, student or volunteer found to be posting photos, remarks or comments that compromise safeguarding or breach confidentiality and/or are deemed to be of a detrimental nature to the pre-school in any way will face disciplinary action in line with the pre-schools disciplinary procedures. Students will be asked to leave immediately and their school or college made aware of the situation.

This Policy cross references to the Child Protection and Safeguarding, Whistleblowing, Equality and Diversity, Mobile Phone/Camera/Video, Staff use of Technology policies.

This Policy was adopted at a committee meeting on: 10.10.2016 (review due Oct'17)

Signed: **Role:** Chairperson **Date:** 10.10.16

Signed: **Role:** Manager **Date:** 10.10.16