



1.7 Social Media Policy

Policy statement

This social media policy applies to parents, members of staff, students, committee members and volunteers at Leaffield Pre-school.

This policy includes (but is not limited to) the following technologies:

Social Networking sites (Facebook, Snap Chat etc.)

Blogs

Discussion forums

Collaborative online spaces

Media sharing services (i.e. You Tube)

Micro -blogging (i.e Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of our families.

We therefore require that:

No photographs taken within the Pre-school setting or at Pre-school events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or upload photos of anyone else's children. (This excludes those photographs taken by staff for the children's learning journal, which are sometimes used for displays within the setting, for use on the Leaffield Pre-school website and other advertising material if parental permission is given.)

No public discussions are to be held or comments made on social media sites regarding the Pre-school children, staff or committee business (except appropriate use for marketing fund raising events) or that could be construed to have any impact on the Pre-schools reputation or that would offend any member of staff or parent using the Pre-school.

Social media

Staff are advised to manage their personal security settings to ensure their information is only available to people they choose to share information with.

Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at Pre-school. Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.

Staff observe confidentiality and refrain from discussing any issues relating to work.

Staff should not share information they would not want children, parents or colleagues to view.

Staff should report any concerns or breaches to the designated person in their setting.

Any member of staff or volunteer found to be posting remarks or comments that breach confidentiality, bring the Pre-school into disrepute or that are deemed to be of a detrimental nature to the Pre-school or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action in line with the Pre-school disciplinary procedures.

Any comment deemed to be inappropriate is to be reported to the Chair and Manager and any action will be taken at their discretion.

To be reviewed

This policy was adopted at a meeting of	_____	<i>(name of provider)</i>
Held on	_____	<i>(date)</i>
Date to be reviewed	_____	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	