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**Social Media Policy**

**Policy statement:**

**This social media policy applies to parents, members of staff, students, committee members and volunteers at Leafield 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 by families 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 without permission.

Photographs taken by staff will be used for the children’s learning journal on Tapestry, and may be used for displays within the setting. If a photo is to be used for the Leafield Pre-school website/Facebook page/instagram or any other advertising platform, parental permission will be requested. Photos used on the Pre-School Facebook page will be non identifiable unless specific permission is given by parents.

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). Staff are not permitted to post anything on a social media platform that could be construed to have any impact on the Pre-schools reputation or that would offend any member of staff, parent or committee member.

*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, 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 must observe confidentiality and refrain from discussing any issues relating to work on social media.

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, are deemed to be of a detrimental nature to the Pre-school or Pre-school 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.