



## **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.

Photographs taken by staff will be used for the children's learning journal, and may be used for displays within the setting. If a photo is to be used for the Leaffield Pre-school website/facebook page or any other advertising platform, parental permission will be requested. Photos used on the Pre-School facebook page will be non identifiable.

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.

