

Social Networking Policy

It is important that proper practice is ensured when using the internet, including social networking sites, to protect children, parents, and staff and to protect the Pre-School reputation.

Staff:-

- Staff must not publicly mention any of the children or parents from the Pre-School on their personal online sites;
- Staff must avoid writing indirect suggestive comments about the Pre-School on social networking sites e.g. "I've had a bad day at work";
- Staff may not publish photographs of the children or staff on their personal online sites, or write anything about staff or children;
- In order to maintain professional boundaries staff should not have the children, or parents/carers as friends on their personal social networking sites;
- Staff must not mention any other organisation that the Pre-School works with;
- Staff will ensure that students, helpers, and volunteers are aware of the Social Networking Policy;
- Staff should not include information or photographs on their personal online profiles which could result in the Pre-School being brought into disrepute;
- Staff will not access their online sites using Pre-School equipment;

Failure to adhere to this policy could result in disciplinary action being taken.

Parents:-

- Parents not to publish any information or photographs of staff on their online profiles;
- Parents not to publish any information or photographs of other Pre-School children or their families on their online profiles;
- Parents must avoid making indirect suggestive comments about the Pre-School on social networking sites e.g. "my child was hurt at Pre-School today";
- Parents must not make any derogatory or offensive remarks about the Pre-School, the staff, other parents, other children or their families;

Failure to adhere to this policy could result in the child's spaces being withdrawn.

Pre-School sites:-

- Use photographs only with parental permission;
- Ensure personal details regarding staff, children and families is not published;