



Social Networking Policy

Policy Statement

The internet provides a number of benefits in which Little Den Preschool staff, committee members and parent/carers may wish to participate. Staff, volunteers and committee members at Little Den Preschool are in a professional position and are responsible for the wellbeing, care and education for all children in the setting. When using the internet, they are expected to behave appropriately. As the internet is a fast moving technology and it is impossible to cover all circumstances, the principles set out in this policy should always be followed to flag up areas where conflicts could arise. Relevant technologies include, but are not limited to:

- Personal blogs
- Twitter
- Facebook
- Instagram
- Personal websites
- Snapchat
- Any other social media platforms

Procedure

- Little Den staff must not disclose confidential information relating to their employment at Little Den Preschool.
- Safeguarding is paramount and no reference should be made relating to any children, families and staff attending the setting.
- Privacy and feelings of others should be respected at all times.
- Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work-related information in any of these ways on private pages.
- Parents must give written permission before their child's photos are used on Little Den's Facebook page or website.
- Any misuse of social networking sites which have a negative impact on the Little Den Preschool may be regarded as a disciplinary offence. Any member of staff found to be posting remarks, comments or photos with reference to Pre-School may face disciplinary action in line with disciplinary procedure.
- Little Den staff should not encourage parents as friends on networking sites but if an occasion arises whereby a member of staff and parent are connected through a social networking site the staff member must behave professionally at all times and must not mention the Pre-School in a negative way or discuss the children at any time.
- Any concerns should be raised with the Manager/Committee.



Little Den Preschool

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- At Little Den Preschool events, all persons present must adhere to our policy whereby they can only publish photos of their own child / children unless agreed by the other parent / guardian.

This policy was adopted at the meeting of the Management Committee held on:

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Signed on behalf of the Little Den Pre School Playgroup:

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Print Name:

..... **Position: CHAIRPERSON**