



Social networking policy

This policy was adopted by the Kingswood Pre-School Group on 14/11/2018

Policy review date: 14/10/2021

Signed:----- Date:-----

(Hayley Roberts – Chairperson of Kingswood Pre-School Group)

Policy Statement

Social media, professional networking sites, rapid-fire communications, blog sites and personal websites are all useful technologies. Every employee, committee member and volunteer has an opportunity to express and communicate online in many ways, and Kingswood Preschool Group does not wish to discourage an online presence. Above all else, everyone needs to use good judgement regarding what material makes its way online. This policy sets forth guidelines that employees, committee members and volunteers should follow for all online communications in reference to Kingswood Preschool Group.

This policy applies to all staff members, committee members and volunteers. It includes (but is not limited to) the following specific technologies.

EYFS key themes and commitments

Safeguarding and welfare – 3.2, 3.4, 3.6

Responsibility

Any material presented online in reference to Kingswood Preschool Group by any employee, committee member or volunteer is the responsibility of the poster. At no time should any post be made in reference to children, parents or other professionals that employees, committee members or volunteers may come into contact with through work. At no time must any photographs or materials be published that identify the setting or children, and pictures of staff may only be used with the express permission of the persons concerned. Any member of staff, committee member or volunteer found to be posting remarks or comments that breach confidentiality or are deemed to be of a detrimental nature to the company or other employees, or posting photographs of the setting, children or staff may face disciplinary procedures.

Kingswood Preschool Group would request that for safeguarding reasons, staff members do not communicate, through social media, with parents they meet during their work within the setting. **The exception to this is when a staff member (Manager, Deputy or Chair) communicates with particular parents via the FACEBOOK Messenger app relating to preschool matters**

Guidelines

Kingswood Preschool Group employees, committee members and volunteers are encouraged to use the following guidelines in social networking practices:

- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public then refrain from sending over a social network site.
- Even though you may think you are anonymous or use an alias, you may be recognised.
- Maintain professionalism, honesty and respect.
- Apply a 'good judgement' test for every activity related to Kingswood Preschool Group; could you be guilty of leaking information or discussing confidential information? Is it negative commentary regarding Kingswood Preschool Group or its employees? Activity showing good judgement would include statements of fact about Kingswood Preschool Group and its products and services, facts about already public information, or information contained on our website.
- If any employee, committee member or volunteer becomes aware of social networking activity that would be deemed distasteful or fail the 'good judgement' test, please contact the manager or the committee chairperson immediately.