

Policy 1.5

Fazeley Pre-school Social Networking Policy

This social networking policy applies to all staff members employed by Fazeley Pre-school and to parents of children attending Fazeley Pre-school

State of social media

Social media, professional networking sites, rapid-fire communications, blog sites, and personal Web sites are all useful technologies and Fazeley Pre-school realises this fact. Every employee has an opportunity to express and communicate on-line in many ways, and Fazeley Pre-school does not wish to discourage an on-line presence. Above all else, everyone needs to use good judgement on what material makes its way on-line.

This policy will set forth guidelines that employees should follow with regards to communications with social networking sites.

Relevant technologies

This policy includes (but is not limited to) the following specific technologies:

Personal blogs

Twitter

Facebook

MySpace

Personal Web sites

Responsibility

- Any material presented on line in reference to Fazeley Pre-school by any employee is the responsibility of the poster.
- At no time should any posts be made in reference to children, parents or other professionals that employees may come in to 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 staff members concerned.
- Any member of staff found to be posting remarks or comments that breach confidentiality and/or are deemed to be of a detrimental nature to the Pre-school or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained may face disciplinary action in line with the Pre-school disciplinary procedures.

Topic matter guidelines

Employees 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 refrain from sending it 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. Every time you 'post', show good judgement, ask yourself, is this distasteful, what would a parent think if they read it ? etc.

Parents posting

Parents should get other parents' permission before posting any photographs of children that may be taken during group events at Pre-school and parents are advised of this before events.

This policy was adopted on March 24th 2010 and reviewed at a meeting of Fazeley Pre-school Committee on November 9th 2016 and will be reviewed again in November 2018 unless it is considered necessary beforehand because of changes in legislation etc.

Signed on behalf of Fazeley Pre-school Committee

Maria Haden
Chairperson