



# Theydon Bois Pre-School Group

## 1.7 Social media policy for parents

This social media policy applies to all staff members employed by Theydon Bois Preschool Group.

### Purpose of policy

Social media websites such as Facebook, Twitter and Instagram are all useful technologies that are now a part of everyday life. Every employee has an opportunity to express and communicate on-line in many ways, and as an employer we do not wish to discourage an on-line presence. However, everyone needs to use good judgement on what material makes its way on-line.

This policy sets guidelines that employees should follow for all on-line communications.

### **Relevant technologies**

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

Personal blogs  
X (Formerly Twitter)  
Facebook  
Instagram  
Snapchat  
Tik Tok  
Personal Web sites  
WhatsApp

### **Responsibility**

All material presented on-line 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 on personal accounts that identify the preschool setting or children; pictures of the 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 or are deemed to be of a detrimental nature to the company or other employees.
- Posting/publishing photographs of the setting, children, or staff unless permission has been gained.

may face disciplinary action in line with the company disciplinary procedures.

The responsibility for updating the preschool Twitter page is held by all staff but updates are only to be made from the preschool mobile phone, where images can be held. Unless express written permission is given from parents, children's faces are not to be posted online, although images of the setting and their learning can be shown.

### **Guidelines**

Employees are encouraged to use the following guidelines in social networking practices:

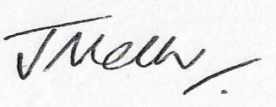
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site.
- Even though you may think you are anonymous or use an alias you may be recognized. Maintain professionalism, honesty, and respect.
- Consider if you could you be guilty of leaking information, discussing confidential information.
- If **any** employee becomes aware of social networking activity that would be deemed distasteful, you have a duty to contact your Manager / Owner / Chair of the Committee.

### **Company resources**

The use of Company computers, access to the internet, email, social networking, etc. is intended for the benefit of the organization and service users and should not be used for personal activity. If staff are accessing the internet using their own mobile phones, whilst on site, they must abide by the Safeguarding Policy and ensure only appropriate material is accessed.

### **Company sensitive matters**

Any on-line communication regarding information such as employment issues and management decisions should not be discussed online.

<b>This policy was adopted by:</b>	Theydon Bois Preschool Group
<b>Date:</b>	January 2024
<b>Signed on behalf of provider:</b>	
<b>Name of signatory:</b>	James Mellor
<b>Role of signatory:</b>	Committee Member
<b>Date to be reviewed:</b>	January 2025

