

24. Social Networking Policy

24.1 Statement of Intent

We understand that internet social networking is an increasingly important element of society and is valuable to many for either personal or business reasons. However the pre-school recognises it is part of our duty to safeguard children and to achieve this it is essential to maintain the privacy and security of all our families.

24.2 Method

We require that:

- No photographs taken within the Preschool setting are posted for public viewing
- No public discussions are held on social networking sites regarding the children or staff within the Preschool setting

With regards to staff/students, committee members and volunteers who work at the Preschool:

- Staff must not post anything onto any social networking sites that could be construed to have any impact on the Pre-School's reputation.
- Staff should not discuss any matter concerning the Pre-School, children at the Preschool nor Preschool families on Social Networking sites
- In order to ensure professional boundaries staff should not accept personal invitations to be friends from parents or carers that use the Preschool unless they know them in a personal capacity.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the Preschool.

The Pre-School has a Facebook page, this is a private group for parents and carers of Pre-School children and is used for the sole purpose of disseminating information on fundraising events and weekly notices. The moderator of the page (committee chair) is able to accept new members and remove members providing there is unreasonable conduct on the page or they no longer have any children at the preschool.

The Preschool committee Facebook page is for the current elected committee and current staff to share information concerning meetings and fundraising events only. Only the moderator of the page (committee chair) can add/accept new members as part of the page/group. It is also up to them to remove any members that are no longer part of the staff or committee.

This policy was reviewed and adopted at a meeting of Walton Under Fives Pre-School held in January 2019

Signed (Pre School Manager) Date

Signed (Committee Chair) Date