



SOCIAL NETWORKING POLICY

The internet provides a number of benefits in which New Millside staff and parents value highly, however it is important to be cautious when using 'online' communications.

PRINCIPLES

Both the preschool staff and parents are in a professional position and are jointly responsible for the care and education for Early Years children. Therefore, they must not engage in activities on the Internet which might bring New Millside Pre-school into disrepute. New Millside has a high reputation to up-keep and comments made could have an impact on how the setting is viewed.

Social networking sites provide a great way for people to maintain contact with friends. However, through the open nature of such sites, it is also possible for third parties on occasion to access this information.

Social networking sites allow photographs, videos and comments to be shared with thousands of other users, it is not appropriate to share work-related information whether written or pictorial. Please refer to our confidentiality policy.

Under no circumstances should comments be made about New Millside Preschool, its staff, committee, parents or children on the internet. Staff/committee members/parents should respect the privacy and feelings of others. *Staff should not detail their place of work.*

Staff/parents must not post anything on social networking sites such as 'Facebook' that could be construed to have an impact on the pre-school's reputation.

Staff/parents must not post anything onto social networking sites that would offend any other member of staff or parent using the pre-school.

If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times and must not contain any reference to the pre-school.

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal. Students will be asked to leave immediately.

Any staff member aware of any colleague not following the above points has a responsibility to report this behaviour, and failure to do so will result in disciplinary action which could result in dismissal

Ideally staff/parents should join the pre-school group and therefore this maintains the professionalism.

To access the pre-school group, parents must 'request' to join, this ensure the groups information is restricted to current parents and staff only. When a parent leaves they will be removed from the group. The pre-school group will not be used to advertise or advocate their own or others 'businesses'.