

Social media policy

This social networking policy applies to all staff members of Tiny steps preschool both Paid and Voluntary and sets out guidelines that they should follow for all on-line communications which refer to Tiny steps preschool

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

Personal blogs

Twitter

Facebook

MySpace

Personal Web sites

Digg

MSN.

Responsibility

Any material presented on line in reference to the preschool by any employee is the responsibility of the poster. At no times 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 company 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 company disciplinary procedures.

Whilst we do not forbid employees from using social networking sites, we need to impose certain restrictions on an employee as to their profile content in relation to Tiny steps preschool and must comply with the Law with regard to copyright, plagiarism and the Data Protection Act.

Procedures:

- Tiny steps preschool holds you, the Employee, individually responsible for reading, knowing and complying with any Social Networking Terms of Service documents of the sites they use.
- Employees of Tiny steps preschool must not list the name Tiny steps preschool on any social networking sites.
- All information regarding anything to do with Tiny steps preschool is not to be discussed or referred to on any such sites.
- There must not be any disclosures of personal information with regard to other members of Preschool staff, children using the preschool, parents, and/or carers and committee members.
- Employees must not log on to any social networking site during working hours.
- Employees must not refer to children, staff or parents in any way. This includes coded reference of people, incidents surrounding them.
- Preschool employees must not have as or request parents of children currently attending Tiny steps preschool or their known family members to be

network friends. All preschool staff must comply with the Data Protection Act in and out of work time.

- Staff must equally decline friendship requests from parents or their family members.

Company resources

The use of Company computers, Internet access, email, social networking, etc is intended for the benefit of the organisation and service users and should not be used for personal activity.

Company sensitive matters

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

Please note the “Whistleblowing” section of the policies – If you see another member of staff using their phone during working hours, in front of the children please advise a senior member of staff straight away.

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.

This policy was adopted at a meeting of	Tiny steps preschool	<i>(name of provider)</i>
Held on	<u>September 2021</u>	<i>(date)</i>
Date to be reviewed	<u>September 2022</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Connie Bryson</u>	
Role of signatory (e.g. chair, director or owner)	<u>Owner/manager</u>	