



Lavenham Pre-School  
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## **Pre-school Social Media Policy**

### **Statement**

Lavenham Pre-school aims to ensure that our children, families or staff are not compromised on any form of social networking or related websites. However, we acknowledge that social media can play an important role in maintaining communication with families and the local community in today's current society's climate.

### **Procedures**

Lavenham Pre-school social media pages will be implemented as an additional means of communication between the setting and the families. The following conditions will be put in place to ensure the privacy and rights of the children, families and staff;

- While using our pages, users are expected to ensure that they:
  - Respect the rights and confidentiality of others;
  - Do not impersonate or falsely represent another person;
  - Do not bully, intimidate, abuse, harass or threaten others;
  - Do not make defamatory comments, please be respectful to others
  - Threatening language or personal abuse will not be tolerated
  - The social media pages are purely for Pre-school information and discussion. Anything else will be removed.
  - Do not harm the reputation and good standing of Lavenham Pre-school or those within its community;
  - Respect others rights to privacy by not uploading any films or photographs taken of the Pre-school community during approved Pre-school events that contain any other members of the preschool community.
  - Please be mindful of others if sharing any photo's on our page, with family and friends and source permission where possible.
  - Do not name children or adults who appear in photo's or work at the Pre-school.
  - Users who are deemed to be using our page inappropriately, particularly in the above mentioned ways, will be blocked by administrators.
  - Our pages must not be used by staff or parents for the promotion of personal financial interests, commercial ventures, personal campaigns or to promote other businesses; however our page may be used to thank local businesses for their support of the preschool.

### **Privacy**

- We will not publish photographs of children without the written consent of parents / carers
- We will not identify by name any of the children featured in photographs
- We will not allow personally identifying information to be published on our social media accounts

## **Respect**

- We will not allow posts or comments that refer to specific, individual matters between the school and members of its community
- We will not tolerate any comments or posts that are defamatory, rude or abusive towards any member of our pre-school community, whether that be children, parents, staff or committee members.

## **Our rules**

- Where allowed by the site, we welcome comments on the information we post. However, we reserve the right to delete comments and ban further comments from anyone who breaks the terms of our policy

## **Breach of this Policy**

- All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Police or appropriate governing bodies where the Pre-school is obliged to do so.
- We will ban and report anyone who breaks the terms of service of the relevant social media platform.
- Users must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by Police over which the preschool has no control. Any concerns or suspicions over the breach of this policy should be brought to the immediate attention of an administrator of our page either via email, telephone or conversation in person and not be addressed on the site and will be dealt with at the discretion of the management committee.

## **Person Responsible**

The Manager is responsible for:

- Ensuring correct and appropriate use of the social media sites by its members and local community through their role as administrators.
- Report any serious breaches on our page to the police for further investigations
- Updating information to communicate to families.

This policy was adopted by Lavenham Preschool (name of provider)

On 19.01.2021 (date)

Date to be reviewed January 2022 (date)

Signed on behalf of the provider



Name of signatory Roy Mawford

Role of signatory (e.g. chair, director or owner) Chair of Trustees

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