



# Staff Social Media Policy

## Policy statement

There are too many sites to mention them all by name. This policy covers them all.

It is important when using social networking sites such as Facebook or Twitter that staff maintain confidentiality and ensure proper practice at all times. This is to protect the children, parents & families of the setting along with the staff. It is also to guard the Pre-schools reputation and the staff's own personal reputation.

Staff must act in the best interests of the children & the setting. Staff guidelines when using social media sites include but are not limited to

Staff must not mention any of the children from the pre-school on their online profiles

Staff must not write direct or indirect suggestive comments about work on their online profiles

Staff must not publish photos of the children on their online profiles

Staff must not publish photos of other staff while in the pre-school on their online profiles

Staff must not write anything about other staff members on their online profiles

Staff must not use mobile phones to take photos in the pre-school or to access social networking sites during their working hours

In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the pre-school unless they know them in a personal capacity. Instead parents should be signposted to 'like' the official Facebook page.

Be cautious & mindful when accepting friend requests from colleagues.

Staff members are advised to set their online profiles to private so that only friends are able to see their information.

Staff are responsible for adhering to the terms of service of each site they use

Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional

The pre-school logo must not be used in social media apart from the official Facebook page.

Staff must not put the settings contact details on social media. Parents should be signposted to the pre-school web site.

Staff will not have the pre-school name anywhere in their personal profile.

Any breaches of the Facebook & social networking policy could result in disciplinary action.

Staff must use social media in a professional, safe, responsible & respectful way. You must comply with the law.

Staff must not use social media to attack, insult, abuse, defame or make negative or discriminatory comments about anyone.

Staff must be mindful that everything you post online is public, even with the strictest privacy settings. You must assume that everything is permanent & may be shared.

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

On November 2023 *(date)*

Date to be reviewed November 2024 *(date)*

Signed on behalf of the provider



Name of signatory Roy Mawford

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