

## **Social Media Policy**

This social media policy applies to parents, members of staff and students at Happy Adventures Preschool. This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Bebo, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

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 nursery 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 Preschool 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 Preschool on their online profiles
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones 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 Preschool 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 behavior for a childcare professional
- The Preschool 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 Preschool web page.
- Staff will not have the Preschool 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.

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.

Happy Adventures Preschool treat 'electronic behaviour' as it would 'non-electronic behaviour'