



## Social Networking Policy

Policy on the Personal Use by Staff/Committee/Parents/Volunteers of Social Networking and Other Third-Party Websites

### Introduction

The Internet provides a number of benefits in which Rudgwick Pre-school staff and Committee members may wish to participate. However, when someone is identified with Rudgwick Pre-school or discusses their work, they are expected to behave appropriately when on the Internet.

The Internet is a fast-moving technology and it is impossible to cover all circumstances.

However, the principles set out in this document should always be followed. If in any doubt, then details should be discussed with the Supervisor.

The intention of this policy is not to stop staff from conducting legitimate activities on the Internet, but serves to flag-up those areas in which conflicts can arise.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice	2.1 Respecting each other 2.2 Parents as partners	3.2 Supporting every child 3.4 The wider context	

### Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
-------------------------------------	-------------------------------	--

### Principles

Staff/Committee members at Rudgwick Pre-school are in a professional position and are responsible for the care and education for Early Years children. Therefore, they:

- Must not engage in any activities which may harm the welfare of children or adults in connection with the setting.

- Must not engage in activities on the Internet which might bring Rudgwick Pre-school or its associated employees/Committee members into disrepute.

## Procedures

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 (including Rudgwick Pre-school parents) to access this information.

- Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, **it is not appropriate to share work related information** whether written or pictorial in this way. Please refer to our Confidentiality Policy.

A closed Facebook page is maintained by nominated committee members and staff and is purely for information sharing regarding Pre-school. We will use it to:-

- Promote upcoming events
- Update parents on staff training & development
- Give hints and tips for activities the children have enjoyed and home learning ideas
- To give news
- To show photos of activities, trips or special events

The page administrators reserve the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We will remove any postings that

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

If someone believes something has been written which gives rise to concerns within this, or any other, policy this must be discussed with the Pre-school Supervisor.

## Using Social Networking Sites

### Facebook, Twitter, Instagram and all others

For your own personal profiles, we suggest that you adhere to the following:

- Please think carefully about any content that you or your friends may post that may negatively reflect on the Pre-School or you as an employee of the Pre-School.
- If you have colleagues or parents as your 'friends', be mindful of how your comments could be misconstrued - especially around work issues

Here are some guidelines that we ask you to consider:

- If you already have people following you, please consider the content of your comments/tweets in relation to the Pre-School.
- Similarly, if you Direct Message other people, they are likely to follow you and will therefore see your previous comments/tweets.

## LinkedIn

For your personal profiles we recommend the following:

- Make sure you spend the time to set your profile up properly
- Make sure you upload a professional headshot photo – not a social shot

With regards to your employment at the Charity:

- You need to use your job title as per your employment contract.
- With regards to asking for recommendations from the Charity staff (during your employment at the Charity), we request that you firstly ask the Chair and, only once they have responded approach other staff
- We would also ask you to include the disclaimer: “This is a personal opinion only and does not necessarily represent that of Rudgwick Preschool.”

Failure to adhere to this policy may result in disciplinary action, or removal from the committee.

This policy was adopted at a meeting Rudgwick Pre-school

of

Held on 17<sup>th</sup> November 2022

Date to be reviewed 17<sup>th</sup> November 2024

Signed on behalf of the management  
committee *William Baldwin*

Name of signatory William Baldwin

Role of signatory Chairperson