



## **Social Networking Procedure for Staff and Committee**

Ditton Church Pre-School realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social media network sites such as Facebook, Twitter and Instagram. However, we are also well aware that these sites can be a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

The following policy has been designed to give staff and committee members clear guidelines as to what Ditton Church Pre-School expect of our staff and committee when accessing these sites.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exists, employees and committee members should use their professional judgement and take the most prudent action possible. Consult with the Pre-School Supervisor if you are uncertain.

Breach of confidentiality will result in disciplinary action and may result in the termination of your contract.

When using social networking sites staff/committee should give due regard to the following:

- Personal blogs should have clear disclaimers that the view expressed by the author in the blog is the author's alone and do not represent the views of the Pre-School. Be clear and write in the first person. Make it clear that you are speaking for yourself and not on behalf of Ditton Church Pre-School
- Information published on your Social Networking sites should comply with Ditton Church Pre-School's Confidentiality and disclosure of data policies
- Always be respectful to:
  - The Pre-School
  - Other staff members
  - Committee members
  - Parents and relatives
  - Children
  - Partners
  - Competitors
- Staff/Committee should be aware that any disrespectful comments to the above may be seen to be libellous



- In respect of positive/ professional relationships with parents, staff should not become friends with current parents on social networking sites. (See also Partnership with Parents Policy)
- Social media activities should not interfere with work commitments
- Remember at all times in or out of working hours you are an ambassador for Ditton Church Pre-School. Your online presence reflects on the setting. Be aware that your actions captured via images, posts or comments, can reflect on the setting
- Staff/Committee should at no time post anything regarding children, their parents/families or other staff at the setting
- No photographs from the setting may be used. No photographs taken outside of the setting, but which identify the setting or children from the setting may be used
- Anyone posting remarks which breach confidentiality or are deemed to be of a detrimental nature to the setting or other employees may be subject to disciplinary proceedings
- Respect Copyright laws, and reference to cite sources appropriately. Plagiarism also applies online.
- Ditton Church Pre-School logo may not be used without written consent
- Anyone who becomes aware of social networking activity that would be deemed distasteful, should make the Pre-School Supervisor or Chairperson aware

**All staff and committee members shall adhere to the above. Breach of this policy may result in disciplinary action.**

**This policy was adopted by the:**

Ditton Church Pre-School Management Committee

**Date:**

**Signed on behalf of the Management Committee:**

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**Role of signatory:**

Chair of Management Committee

**Next review date:**

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