

SOCIAL NETWORKING POLICY

Policy Statement

Longwick Pre-school recognises that its employees, committee members, parents and student placements may use social networking sites in their recreational time. However, we also recognise that information posted on such sites may compromise the setting's integrity, breach confidentiality or bring the setting into disrepute.

It is therefore the intention of this policy to provide guidelines for those directly involved with Longwick Pre-school to adhere to when using social networking sites.

Social Networking Guidelines for Longwick Pre-school

- Employees of Longwick Pre-school must not add current children's parents/carers as 'friends' on their network sites. New employees must delete parent/carers who they may previously have been friends with, for the duration of the child's time at pre-school.
- Employees **must** maintain confidentiality and refrain from discussing any issues relating to work, children or parents/carers.
- Pictures of children or events at pre-school must never be posted on social networking sites by staff members except on the 'closed' Longwick Pre-school Facebook page.
- We ask that committee members and parents/carers of Longwick Pre-school also refrain from discussing pre-school matters or airing grievances on social networking sites.
- We ask that any breaches of the above guidelines be reported to the Setting Leader, **Lisa Lowles** or Chairperson, **Alex Barter**.

Students

Any students attending work experience at Longwick Pre-school will be made aware of this policy during their induction.

Employees

We ask that all employees of Longwick Pre-school sign this policy as an agreement to abide by the guidelines and to always:-

- Keep professional life and personal life separate and not to accept children's parents/carers as 'friends'.
- Observe confidentiality and refrain from discussing any issues relating to work.

Staff Agreement

I agree to abide by the social networking guidelines as set out by this policy and to, at all times, maintain confidentiality whilst using social networking sites.

Name	Signature	Date
Lisa Lowles		6 September 2023
Julia Lineham		6 September 2023
Sarah Harris		6 September 2023
Summer Coles		6 September 2023
Janine Turner		6 September 2023
Sarah Harvey		6 September 2023

<i>Date Policy Implemented</i>	<i>October 2011</i>
<i>Signed</i>	<i>Alex Barter</i>
<i>Name and Role</i>	<i>Alex Barter, Committee Management Chair</i>
<i>Date of Last Review</i>	<i>November 2023</i>
<i>Date of Next Review</i>	<i>November 2024</i>