



## **PRE-SCHOOL**

Meadow Drive, Horringer, Suffolk, IP29 5SB

Tel: 01284 735181 E: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)

Charity: 1164658

## **Social Networking Policy**

This social networking policy applies to all staff and committee members employed by the preschool – both paid and voluntary.

### **Purpose of policy**

Horringer Pre-School recognises that social media, professional networking sites, blog sites, and personal web sites are all useful technologies and are now part of everyday life. Every employee has an opportunity to express and communicate on-line in many ways, and as an employer we do not wish to discourage an on-line presence. However, everyone needs to use good judgement on what material makes its way on-line.

### **Relevant technologies**

This policy includes (but is not limited to) the following specific technologies:

Personal blogs, Twitter, Facebook, Personal Websites, and Digg

### **Responsibility**

Any material presented on line in reference to the preschool by any employee is the responsibility of the poster. At no time should any posts be made in reference to children, parents or other professionals that employees may come in to contact with through work.

At no time must any photographs or materials be published that identify the setting or children and pictures of staff may only be used with the express permission of the staff members concerned. Any member of staff found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the company or other employees or posting/publishing photographs of the setting, children or staff unless staff permission has been gained, may face disciplinary action in line with the company disciplinary procedures.



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### **Guidelines**

The Preschool employees and volunteers are encouraged to use the following guidelines in social networking practices:

Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site.

Even though you may think you are anonymous or use an alias you may be recognised.

Maintain professionalism, honesty, and respect.

Apply good judgement to every activity related to the setting. THINK: Could you be guilty of leaking information or discussing confidential information? Is it negative commentary regarding the setting or its employees? Activity showing good judgement would include statements of fact about the setting, and its products and services, facts about already-public information, or information on the web site. Any on-line communication regarding proprietary information such as lay-offs, strategic decisions, or reduction of working hours is deemed inappropriate for uncoordinated public exchange and is forbidden.

Further, if any employee becomes aware of social networking activity that would be deemed distasteful or fail good judgement, please contact Stephie Page LEADER and SAFEGUARDING OFFICER 01284 735181 [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)

### **Company resources**

The use of company computers, internet access, email, social networking etc is intended for the benefit of the organisation and service users and should be not be used for personal



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activity. Staff are permitted to access the organisations public and private profile on Facebook within staff hours for work purposes.

### **Company profiles on Facebook**

The Pre-school has a public Facebook page. Photographs will not show the children's identities and is used to raise awareness of the preschool and promote any fundraising events.

The Pre-school has a private Facebook page, which has a selective audience of staff, committee and current parents who are authorised by Stephe Page the page administrator. Children may be included in the photographs which are used to promote home learning opportunities, events and share details of activities that have taken place.