



The Secret Garden Pre-school
Wellington Avenue
Princes Risborough
Bucks HP 27 9HY
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Social Networking Policy

The Internet provides a number of benefits in which The Secret Garden Pre-school staff and parents value highly, however it is important to be cautious when using 'online' communication.

Principles

Pre-school staff/parents are in a professional position and are jointly responsible for the care and education for Early Years children. Therefore they must not engage in activities on the Internet which might bring The Secret Garden Pre-school or its associated consumers into disrepute. The Secret Garden Pre-school has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents/staff using the pre-school view the staff/parents, and in turn the pre-school.

Social Networking Sites including facebook

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

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

Under no circumstance should comments be made about The Secret Garden Pre-school Staff members, children or parents on the Internet. Staff members/parents should respect the privacy and the feelings of others.

- Staff/parents must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the pre-school's reputation.
- Staff/parents must not post anything onto social networking sites that would offend any other member of staff or parent using the pre-school.
- Under no circumstances should any staff member or any other family involved in the setting be tagged in on photographs.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times, and must not contain any reference to the pre-school. Ideally parents should request only to join the pre-school group.



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- If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.
- Any staff member aware of any colleague not following above points has a responsibility to report this behaviour, and failure to do so will also result in disciplinary action which could result in dismissal.
- In December we will review members of the Secret Garden Pre School and will delete those who have left during that period.
- Parents are not to request staff members as friends on social networking sites.

Ideally staff/ parents should join the pre-school group and therefore this maintains the professionalism.

To access the pre-school group parents must 'request' to join, this ensures the group's information is restricted to current parents and staff.

This policy links to:
EYFS A unique child 1.3 Stay safe
EYFS statutory requirements – the provider must take necessary steps to safeguard and promote the welfare of the children. – Safe recruitment
Every child matters - Stay safe

The pre-school adopted this policy on ...23rd April 2012.....

By Hayley White/ Karen Ryan

Signed on behalf of the staff..... *HWhite*.....