**Orleton Pre-school** 

**Social Networking Policy**

Orleton Pre-School realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also aware that these sites can become 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. Security is our main concern.

**Guidance and responsibility for creating and managing social networking accounts**

This guidance sets out the rules and advice for setting up and managing social networking pages used for official pre-school business.

The Management team is responsible for ensuring that staff comply with this guidance and will periodically monitor our social network accounts to ensure compliance with this guidance.

Social network accounts may only be set up by the management team. This is to ensure that the correct security is implemented, and a central record of account details and passwords can be kept.

Only authorised staff may post Pre-school material on social media networks.

Social networking pages should be risk assessed on a quarterly basis using the regular departmental risk assessment procedures.

Passwords should be changed every six months, or when one of the account administrators no longer has responsibility for administering social networking pages. This will be done by the Management team to ensure there remains a central record of passwords. Prior consent of parents/carers will be gained should any reference to their child/ren be made on our site.

Staff managing social networking pages must not:

* Give out personal or mobile numbers
* Post personal information that can identify and locate a child

Queries, complaints, or comments made about the Pre-school on social networking sites should be directed to the Manager to be dealt with.

**Child Protection and social media**

If a member of staff suspects/detects suspicious behaviour towards a child whilst using social networking pages, they should report it to the Manager Where a child may be in immediate danger, always dial 999 for police assistance.

**Use of images and social networking pages**

Images shared on social networking pages should be the responsibility of the Manager. The Manager will investigate and pursue any inappropriate use in accordance with our policies and procedures. Where possible no direct photographs of children’s faces will be posted.

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 guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with the Manager 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 members should give due regard to the following:

Personal blogs should have clear disclaimers that the views expressed by the author in the blog are the author’s alone and do not represent the views of the Pre-school. Be clear and write in the first person. Make your writing clear that you are speaking for yourself and not on behalf of the Pre-school.

Information published on your blog(s) should comply with Orleton Pre-School confidentiality policy. This also applies to comments posted on other blogs, forums, and social networking sites.

Always be respectful to:

* The Pre-school
* Other staff members
* Parents and relatives
* Children
* Partners
* Competitors

All parents/carers who become friends/followers of the page are expected to use the site in line with our security guidelines and if they do not, they may be asked to leave the group. Parents will be denied access to the site once their child/ren have left the setting to maintain high levels of security.

Staff should be aware that any disrespectful comments to the above may be libellous.

* Social media activities should not interfere with work commitments
* Always remember in or out of working hours you are an ambassador for Orleton Pre-School: your online presence reflects on the setting. Be aware that your actions captured via images, posts or comments can reflect on our setting
* Do not reference on site Orleton Pre-School parents or children without their express consent
* Respect Copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
* Orleton Pre-school logo and trademarks may not be used without written consent
* Any employee, who becomes aware of social networking activity that would be deemed distasteful, should make the Manager aware.

**All Staff shall adhere to the above; breech of this policy may result in disciplinary action.**

The following sets of legislation and laws can apply to Social media:

• Human Rights Act 1998

• Data Protection act 2018 (GDPR)

• Freedom of Information Act 2000

• Copyright

• Libel

• Privacy and Electronic Communications Regulations 2003

• Communications Act 2003

• The Children Act (1989) and the Children Act (2004)

• The Safeguarding Vulnerable Groups Act (2006)

This policy was adopted at a meeting of Orleton Pre-school dated ……………………………………….

Date to be reviewed ……………………………………….

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| **Staff Name (Printed)** | **Job Title** | **Staff Signature and date** |
| **Tara Morris** | **Manager** |  |
| **Polly Smith** | **Deputy Manager** |  |
| **Vicky Thomas** | **Assistant** |  |
| **Sandra Thomas** | **Assistant** |  |
| **Debbie Moran** | **Trainee Assistant** |  |
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