



## **345 Preschool Social Networking Policy Version 2, 15 March 2012**

### **1 INTRODUCTION**

#### **1.1**

The use of online social networking sites (e.g. Facebook, MySpace, Bebo, etc.) has become a very significant part of life for many people. They provide a very positive way to keep in touch with friends and colleagues, and can be used to exchange ideas and thoughts on common interests, both personal and work-related.

#### **1.2**

There have been occurrences where these services have been used for less positive reasons or used for a substantial length of time during working hours, hence the need for formal guidance.

### **2 USE OF SOCIAL NETWORK SITES**

#### **2.1**

If an employee's/member of the committee's personal internet presence does not make any reference to 345 Preschool and 345 cannot be identified, the content is unlikely to be of concern to the Preschool. If employment at 345 is referred to then the information posted would need to comply with the employment conditions outlined below.

#### **2.2**

If an employee/committee member wishes to initiate a social networking site or already has one in place, please use a disclaimer that protects the Preschool e.g. "These are my personal views and not those of 345 Preschool".

#### **2.3**

An individual is free to talk about 345. However instances where 345 is brought into disrepute may constitute misconduct or gross misconduct and disciplinary action will be applied. Please refer to the Disciplinary Policy.

#### **2.4**

An employee/member of the committee should not disclose confidential information relating to his/her employment at 345.

#### **2.5**

Sites should not be used to verbally abuse staff, parents/carers or children attending 345. Privacy and feelings of others should be respected at all times. Employees/committee members should obtain the permission of individuals before

posting contact details or pictures. Care should be taken to avoid using language which could be deemed offensive to others.

#### 2.6

If information on the site raises a cause for concern with regard to conflict of interest, employees/committee members should raise the issue with their line manager/Chairperson.

#### 2.7

If approached by a media contact about content on a site relating to 345 Preschool, employees/committee members should advise their line manager/Chairperson before taking any action.

#### 2.8

Viewing and updating personal sites should not take place during working times, unless in exceptional circumstances, such as where activities form part of a research project and this has been agreed in advance as appropriate by the line manager/Chairperson. Reasonable access is acceptable before/after working hours and during work breaks (although please be advised that if a VDU is used throughout the day, employees are required to have regular breaks).

#### 2.9

Sites should not be used for accessing or sharing illegal content.

#### 2.10

Any serious misuse of Social Networking sites, that has a negative impact on 345 Preschool may be regarded as a disciplinary offence.

### **3 PHOTOGRAPHS AND VIDEOS**

#### 3.1

No photographs or videos may be published via any social media without the express permission of all the parents involved. Parents are made aware of this policy within the Parent Handbook, and are reminded of this policy as appropriate (e.g. the Christmas Party, etc.).

#### 3.2

345 Preschool will publish no photographs or videos of children without express parental permission, but even so, no photos or videos will be published which show the children's faces.

### **4 CONCLUSION**

#### 4.1

345 Preschool does not discourage staff and committee members from using such services. However, all should be aware that 345 Preschool will take seriously any occasions where the services are used inappropriately. If occasions arise of what

might be read to be online bullying or harassment, these will be dealt with in the same way as other such instances.