



1.7 Social Networking Policy

Policy statement

Policy on the personal use by staff of Social Networking and other Third Party Websites

The internet provides a number of benefits in which Hedge End Village Hall Preschool CIO staff may wish to participate. However, when someone is identified with Hedge End Village Hall Preschool CIO or discusses their work, they are expected to behave appropriately when on the internet.

The internet is a fast moving technology and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed. If in any doubt then details should be discussed with the Manager.

The intention of this policy is not to stop staff from conducting legitimate activities on the internet, but serves to flag-up those areas in which conflict can arise.

Principles

Staff members at Hedge End Village Hall Preschool CIO are in a professional position and are responsible for the care and education for Early Years Children. Therefore they:

- Must not engage in any activities which may harm the welfare of children or adults in connection with the setting
- Must not engage in activities on the internet which might bring Hedge End Village Hall Preschool CIO or its associated employees into disrepute Social Networking Sites Social networking sites provide a great way for people to maintain contact with their friends. However, through the open nature of such sites, it is also possible for third parties (including Hedge End Village Hall parents) to access this information.
- Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work related information whether written or pictorial in this way. Please refer to our confidentiality policy.
- Under no circumstances should comments be made about Hedge End Village Hall Preschool CIO, its staff or children on the internet. Staff members should respect the privacy and feelings of others.
- If a staff member believes something has been written which gives rise to concerns within this, or any other policy, this must be discussed with the Manager.

Failure to adhere to this policy may result in disciplinary action.

This policy was adopted by Hedge End Village Hall
Preschool CIO

On 25th June 2021

Date to be reviewed 25th June 2022

Signed on behalf of the provider **LAL**

Name of signatory **LOUISA LILLEY**

Role of signatory **Nominated Person**