Social Networking Policy

Social networking sites are now commonly used as a communication channel both for personal and business purposes. For the purpose of this policy social networking is defined as the use of any website where information can be shared publicly with any number of others eg. Facebook, Twitter, YouTube etc. Forms of information covered by this policy include anything posted which may be viewed by others including instant messages, blogging, photographs or video footage.

Management Committee/staff/parents/students/volunteers/visitors must be aware of their responsibility to ensure that all information relating to the setting and its users is confidential and is not shared at any time. (Refer to other relevant policies).

At all times the safeguarding of children is of the utmost importance.

Procedures

- Staff must ensure that they are not identified as an employee e.g. being photographed wearing the pre-school logo.
- Management Committee/staff/parents/students/volunteers/visitors are prohibited from using names on websites and must not refer to other staff, children, parents etc.
- If the pre-school has its own website/social network it must comply with the group’s pastoral care policies and procedures and have blocks on any photographs etc to ensure they may not be downloaded by other users.
- Do not accept friendship requests from service users, students, children, parents or volunteers that you work with.
- Consider materials/comments that you are posting and ensure they do not question your professionalism or are in breach of the policies and procedures of the pre-school.
- Only the pre-school’s camera can be used to take group photographs in the pre-school or on outings and this will be used in accordance with the pre-school’s child protection policies and procedures.
- Any photographs/videos taken by individuals e.g. parents at group events must not be shared on any website unless it is of their own child without any other child/parent/staff member included.
- At no time may the staff use their personal websites/social network during working hours.
- Where there has been a breach of this policy it will be dealt with in accordance with the pre-school’s relevant policies and procedures.
- Using the internet to harass, offend or make false accusations will result in disciplinary proceedings.
- If there has been a serious breach of confidentiality or misuse the matter will be reported to Social Services and PSNI.

Other relevant policies:

- Child Protection
- Mobile Phone
- Confidentiality
- Photograph/images

This policy has been adopted by the pre-school committee at a meeting on:

Date: ________________________

Signed: ________________________
(Chairperson)

Staff acknowledgement and agreement to adhere with policy and procedures.

Name ___________________________ Date ___________________________