



SOCIAL NETWORKING POLICY

Policy on the Personal Use by Staff/Committee/Parents/Volunteers of Social Networking and Other Third Party Websites

The Internet provides a number of benefits in which the pre-school staff and Committee members may wish to participate. However, when someone is identified with Rainbow's End Pre-School 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 conflicts can arise.

Principles

Staff/Committee members at Rainbow's Pre-School 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 Rainbow's End Pre-School or its associated employees/Committee members into disrepute.

Procedures

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 (including Rainbow's End Pre-School parents) to access this information.

- Social networking sites allow photographs, videos and comments to be shared with thousands of users. However, it is not appropriate to share work related information whether written or pictorial in this way. Please refer to our Confidentiality Policy.
- A closed Facebook page is maintained by the Pre-School and is purely for information sharing. Photographs of children are not to be uploaded. Any photos uploaded by parents will be removed by an administrator. Admission to the site is based on approval by an administrator to ensure that only parents and carers are members. Administrators have the right to deny or remove access at any time. Photographs including other peoples' children should also not be uploaded onto individual Facebook accounts without the permission of the child's parents.
- Under no circumstance should comments be made about Rainbows End Pre-School, its staff, children or Committee members on the Internet. Users should respect the privacy and the feelings of others.
- If someone believes something has been written which gives rise to concerns within this, or any other, policy this must be discussed with the Pre-school manager.

- If a legitimate referral or reference is requested this must go through the manager and chair. Only they will be able to publish a reference and do so advisedly.

Using Social Networking Sites

Facebook

For your own personal profiles we suggest that you adhere to the following:

- Please think carefully about any content that you or your friends may post that may negatively reflect on the Pre-School or you as an employee of the pre-school.
- If you have colleagues as your 'friends', be mindful of how your comments could be misconstrued - especially around work issues

Tik-Tok

For your own personal profiles we suggest that you adhere to the following:

- Please think carefully about any content that you or your friends may post that may negatively reflect on the Pre-School or you as an employee of the pre-school.
- If you have colleagues as your 'friends', be mindful of how your comments could be misconstrued - especially around work issues

Instagram

For your own personal profiles we suggest that you adhere to the following:

- Please think carefully about any content that you or your friends may post that may negatively reflect on the Pre-School or you as an employee of the pre-school.
- If you have colleagues as your 'friends', be mindful of how your comments could be misconstrued - especially around work issues

LinkedIn

For your personal profiles we recommend the following:

- Make sure you spend the time to set your profile up properly
- Make sure you upload a professional headshot photo – not a social shot

With regards to your employment at the pre-school:

- You need to use your job title as per your employment contract.
- With regards to asking for recommendations from the pre-school staff (during your employment at the pre-school), we request that you firstly ask the Chair and, only once they have responded approach other staff.
- We would also ask you to include the disclaimer: "This is a personal opinion only and does not necessarily represent that of Rainbow's End Pre-School."

X (formally known as Twitter)

Here are some guidelines that we ask you to consider:

- If you already have people following you then please consider the content of your tweets in relation to the pre-school.
- Remember that when you Direct Message your clients via Twitter that are likely to follow you – so keep this in mind.

Policy Review

This policy will be subject to periodic review.

Policy adopted by: Rainbow's End Pre-School

Date:01.01.2024

Policy Review Date:31.12.2024