



# Clapham Preschool (Bedford)

## Our Social Networking Policy

### Statement of Intent

With the increasing popularity of the internet and the growing usage of social networking sites, staff, trustees & parents/carers need to be aware of the expectations of the setting in terms of their entries.

Sites such as 'Facebook' and 'Twitter' etc offer people the opportunity to talk to each other, share pictures and video footage and join 'groups'. Some sites ensure that access is only available to 'friends' but on others the entries are more public. In addition sites can be accessed via 'friends' sites.

### Our aim

The setting has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents/carers using the setting view the staff. Inappropriate comments and language used on such sites can therefore reflect badly on individuals and on the setting including the community. Staff and parents/carers should therefore consider carefully the content of their sites and that of their friends which can be viewed by other people.

### Method

Comments about work are inappropriate and comments about children or colleagues must not be made. Confidentiality is a basic right for all staff, children and parents/carers. On behalf of the setting:

- Staff and committee must not post anything onto social networking sites such 'Facebook' that could be construed to have any impact on the setting's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent/carer using the setting.
- If staff choose to allow parents/carers to view their page on social networking sites then this relationship must remain professional at all times.
- Breach of this policy will be viewed as gross misconduct and necessary actions will take place.
- Parents/carers must not post photos or any information about children attending preschool. However innocent it may seem it may compromise the security of other children at the preschool.

This policy was adopted at a meeting of Clapham Preschool held on .....

Signed on behalf of the pre-school .....