



**South Otterington Community Pre School
South Otterington Primary School,
South Otterington, Northallerton, N.Yorks DL7 9HD**

Social Networking Policy

This Policy was adopted by:	South Otterington Community Pre School
On:	
Signed on Behalf of the Provider:	
Name:	Louise White
Role:	Chair
Date to be Reviewed:	

Policy statement

This policy sets forth guidelines that employees, committee members and volunteers should follow for all on-line communications which refer to South Otterington Community Pre School.

This policy includes (but is not limited to) the following:

- Social Networking Sites
- Blogs
- Discussion Forums
- Collaborative Online Spaces
- Micro-blogging ie Twitter
- Media Sharing Services eg You Tube

Whilst we do not forbid employees from using social networking sites we need to impose certain restrictions on an employee as to their profile content in relation to South Otterington Community Pre School and the passing of certain work related information and must comply with the Law with regard to copyright, plagiarism and the Data Protection Act.

Procedures

- Pre-school holds you the Employee and Committee members individually responsible for reading, knowing and complying with any Social Networking Terms of Service documents of the sites they use.
- Employees of South Otterington Community Pre School must not list the name South Otterington Community Pre School on any social networking site.
- Employees must not identify themselves as an employee of South Otterington Community Pre School. A social networker becomes, to some extent, a representative of their workplace, and everything he/she posts has the potential to reflect on the group and its image.

If a connection to South Otterington Community Pre School has already been revealed by an employee, posts should contain disclaimers that make it clear that opinions expressed are solely

those of the author and do not represent the views of the group.

- Employees of South Otterington Community Pre School must NOT identify themselves as working with children - this can lead to being a specific target of unscrupulous members of the web in order to gain access to children for paedophile purposes.
- All information regarding anything to do with South Otterington Community Pre School is not to be discussed or referred to on any such sites, even in private messaging with restricted access between site members.
- There must not be any disclosures of personal information with regard to other members of Pre School staff, children using Pre School, parents, and/or carers. Employees must not log on to any social networking site during working hours, including designated lunch breaks. On line times and times of posts can be seen by other users and may assume that Pre School allows access within the setting compromising the safety of children in our care.
- Employees must not refer to children or their parents in any way. This includes coded reference of people or incidents surrounding them. These can be easily worked out or misinterpreted with disastrous results. Pre School's relationship with parents is considered an important and valuable asset that can be irrevocably damaged through a thoughtless comment.

Friendships/Tagging:

- Pre School employees must not have as or request parents of children currently attending the group or their known family members to be network friends. In this social setting it is easy to cross the line by inadvertently discussing the child even with the parent's permission. All Pre School staff must comply with the Data Protection Act in and out of work time.
- Staff must equally not accept friendship requests from parents or their Family Members. Polite refusal is perhaps embarrassing initially but carefully chosen words stating it is Pre School policy (without naming the group) that disallows it. Remember it is other people too that can see posts.

Photographs

- Pre School employees must never share or post photographs that show any child from the group in any form, even with parental consent. This is strictly not allowed even if the picture format has no connection to the setting i.e. taken in a social aspect.

Statements

- Defamatory statements can lead to Lawsuits against the author of the statement and can at the very least bring bad publicity for Pre School.
- Any comment deemed to be inappropriate is to be reported to the Chair and Manager and any action taken will be at their discretion.

Disciplinary action

If this policy has been agreed and signed, and not adhered to, disciplinary procedures will be followed (refer to disciplinary policy).

Statement of intent

At **South Otterington Community Pre School** we value the professionalism and individuality of our staff. We wish to ensure that the staff reflect the high standards of our Pre School and recognise that we represent the school in our dealings with the children, carers, other professionals and the public. We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

This policy forms part of an employee's contract. Failure to comply with the associated **South Otterington Community Pre School** policies may result in disciplinary action being taken and **South**

Otterington Community Pre School reserves the right to take legal action against employees where breaches of the Code warrant such action.

It is expected that all staff, volunteers and students at Play to Learn will provide an example of good conduct that you wish others to follow.

I hereby agree to follow the guidelines as stated in this policy and understand that failure to comply may result in disciplinary action being taken.

Name.....

Signed.....

Date.....