

SECTION FACEBOOK PAGE and SOCIAL NETWORKS POLICY

The Internet provides a number of benefits in which Springwood staff may wish to participate. Staff are expected to behave appropriately when on the Internet.

The Internet is a fast moving technology and it is impossible to cover all circumstances. Relevant technologies may be but limited to personal blogs, twitter, facebook, my space or other personal websites.

However, the principles set out in this document should always be followed. If in any doubt then details should be firstly discussed with the Manager, Owner or EY Advisor.

The intention of this note is not to stop staff from conducting legitimate activities on the Internet, but to flag-up those areas in which conflicts can arise. Any materials presented on line in reference to Springwood by any employee are the responsibility of the poster. At no time should any post be made in reference to children, parents/staff or other professionals that employees have come into contact with through work. No photographs or materials be published that identify the setting/professionals or children/parents or staff.

Staff members at Springwood are in a professional position and are responsible for the care and education for children. Therefore they: Must not engage in activities on the Internet, which might bring Springwood or its associated employee's members into disrepute.

Social Networking Sites

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 Springwood 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 circumstance should comments be made about Springwood staff members on the Internet. Staff members should respect the privacy and the 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.

The aims of our Springwood Facebook Page is for advertisement, showing what we do/done or will be doing and for appropriate information to be shared with parents, for example; term dates, reminder on the events or special daily activities or for sharing ideas between parents and between parents and staff. Content will be planned and information will always remain professional. The effectiveness of this page will be continually monitored in relation to these aims.

- Only staff members, and parents/carers who have currently a child in our preschool will be accepted on our closed Facebook pages.
- Springwood have open Facebook page too where anyone can access it.
- Each post or comment before it can go 'live' is usually approved by Manager, Owner, or the Administrators for the page.
- Staff members must remember that they are a representative of Springwood at all times.
- If a staff member comes across any information sharing on the internet concerning Springwood other than that of our official website and Springwood Facebook page – this must be reported to the Management immediately.
- Staff must adhere to our confidentiality policy at all times.

- Staff and Parents or Foster Parents, etc. must not post, or reply to, comments on a Social Networking site, which could offend any other member of staff, parents or child.
- The setting must never be discussed with parents via Any social networking site (including Twitter and Facebook).
- No reference to any child's/staff/parents' name, picture or personal information will ever be shared via Springwood Facebook page and any social media.
- The Owner and approved management will manage the settings of Facebook accounts; with settings set at the highest security level possible.
- NO pictures of any members of Springwood's parents will ever be shared via Springwood Facebook Page and any social media.
- Use of the internet by employees is permitted and only encouraged where such use supports the goals and objectives of the business (safeguarding, staff trainings, etc) or support children's development.
- Staff may use the Springwood's laptops, tablets to source for materials and resources relating to the Early Years. Staff may not access personal email accounts or Social Networking Sites for personal use, unless they are on their private devices and only during lunch break, away from the children.
- Owner, Managers or EYAdvisor is permitted to access the Springwood Facebook account from personal mobile phone, while on the premises and at the office, kitchen or other area and always where no children are around.
- Parents/ carers cannot privately contact any member of the staff via social media, messenger, text messages, etc. regards any preschool or their child related information.
- No personal information will be publicly discussed on our Facebook page with the parents or carers eg. safeguarding issues, fees (excluding general reminder), change of details etc.
- Parents can send private message via Facebook messenger about outstanding fees only in special circumstances eg. you want to pay the next day and you have lost your invoice.
- **If your child will not be attending or you want to request change of hours, etc. - Parents must inform the setting via telephone or mobile phone and NOT via Facebook Page. Staff have not got access to social media during working hours and it is not expected of them to regularly check the Facebook page in their free time.**
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- No photographs of staff in their setting uniform may be placed on any chat room or unofficial websites.
- Parents must be reminded that they are not permitted to post photographs, which may contain images of children other than their own to Social Networking sites including on Springwood Facebook page; for example group photographs from Christmas Party or an Outing where these can only be posted or approved by Management team, and used on Springwood Facebook page; our other publicity, prospectus or our website. Parents must adhere to agreement, which they have signed on the Child's Registration form.
- Springwood will not deal with any complaint raised via social media, private messages, conversation outside the preschool or complaint that is passed through other person than the complainant. However, parents can send compliments and/or raise the concerns by private message but it must put in writing as soon as possible so the investigation can take place.
- Pictures of any children, parents, staff or volunteers must never be taken or downloaded on private devices or passed (even with the best intention!) onto/through any website, chat-room or email accounts etc.

Where it is believed that an **employee** or has failed to comply with this policy, the settings disciplinary procedure will take an effect.

Where it is believed that **parents/carers** have failed to comply with this policy we reserved the right to review your child's place. We also would like to inform you that other parents/carers may take legal action against other parents/carers if they display images of children other than their own.

Facebook Messenger Application for staff communication

Springwood will use Facebook Messenger Application for holding regular online staff conversation (daily briefings) to discuss curriculum planning, any difficulties that may arise from time to time and absence that may affect ratios and anything that needs doing or reminding.

- This does not replace the 'real' staff meeting.
- Safeguarding information must not be discussed
- We only use initials and not children and parents names
- Staff must adhere to confidentiality agreement at all times
- Staff are not expected to respond immediately and to be involved in every single conversation therefore any absence must be reported to the Manager via phone message or email if you know earlier; **and staff still must ring/inform the setting at earliest opportunity on the day and no later than 6.30am.**