

Leverstock Green Playgroup Social Media Policy

Policy statement

This social media policy applies to parents, members of staff, students, committee members and volunteers at Leverstock Green Playgroup

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

- Social networking sites (e.g. Facebook, Bebo, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-Blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the Preschool setting or at Playgroup special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for the children's online learning journal, which are sometimes used for display in the setting, for use on our website and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding the Playgroup children, staff or committee business (except appropriate use for marketing fund raising events) or that could be construed to have any impact on the Playgroup's reputation or that would offend any member of staff or parent using the Playgroup.

Social Media

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at Playgroup.
- Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.
- In the event that staff names the organisation or workplace in any social media, they do so in a way that is not detrimental to the organisation or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the in their setting.

Social Networking

Any member of staff, student, committee member or volunteer found to be posting remarks or comments that breach confidentiality, bring the Playgroup into disrepute or that are deemed to be of a detrimental nature to the Playgroup or other employees, or

posting/publishing photographs of the setting, children or staff may face disciplinary procedures (students will be asked to leave immediately).

Any comment deemed to be inappropriate is to be reported to Manager and action taken will be at their discretion.

General guidelines for using social media:

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty and respect.
- Apply a “good judgement” test for every social media post you make.

Cyber bullying

The setting is committed to ensuring that all of its employees are treated with dignity and respect at work. Bullying or harassment of any kind will not be tolerated in the work place.

The setting can provide clear guidance on how bullying and harassment can be recognised. Cyber bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on websites, blogs or in chat rooms.

Personal blogs that refer to colleagues without their consent is unacceptable. Employees who cyber bully a colleague could also face criminal prosecution under various laws, including the Malicious Communications Act 1988.

Monitoring

The setting reserves the right, but not the duty, to monitor any and all aspects of its electronic resources. This includes: data; email and voicemail and other employer provided electronic storage systems. The setting also reserves the right for business and security purposes to audit and monitor the information on all systems, electronic mail, telephone and information stored on computer systems or media, without advance notice. The setting also reserves the right to retrieve the contents of any employee communication in these systems.

This process is in place to maintain the integrity of the setting's electronic systems, the rights of the other users, and to ensure compliance with the early years settings policies and obligations.

Note

Leverstock Green Playgroup will use social media to advertise fundraising events throughout the year.

Legal framework

- Data Protection Act 1998
- Malicious Communications Act 1988
- General Data Protection Regulations 2018

Signed: Luuk Weijs (Trustee)

Date: 25/03/2026