

Facebook and Social Media Policy

(We /I) take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of the information communication Technology (ICT) equipment to exposure to inappropriate materials in the setting.

It is important when using social media sites such as Facebook, Twitter etc that all staff maintain confidentiality and ensure correct practice at all times. This is to protect the children, parents, families, Lawshall Pre School and the staff.

Guidelines when using social media -

- Staff must not mention any of the children from Lawshall Pre School on their profiles in any way.
- Staff must not mention Lawshall Pre School in any way on their profiles, directly or indirectly.
- Photos of children's faces must not be published on facebook or any social media website.
- Staff must not write anything about other staff members on their profiles.
- Staff must not access any social media sites within our setting, and or use mobile phones to take photos.
- Staff must not accept any requests to be friends with parents unless they know them in a personal capacity.
- Personal profiles should not contain any images/videos which could be deemed inappropriate in anyway.
- Staff should not have their place of work eg "Lawshall Pre School" anywhere on their profile.
- Any breaches of the Social Media policy could result in disciplinary action.
- Staff are aware that grooming children and young people online is an offence in its own right and concerns about a colleague's or others behaviour are reported.
- Staff are aware that it is an offence to distribute indecent images. In event of a concern that a colleague or other person is behaving inappropriately, the safeguarding children and child protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed.

Purpose of Lawshall Pre Schools Facebook Page

- Promote events such as trips, reminders etc
- Provide parents with relevant news
- To show parents photos of topics, events.
- Update parents on term dates.

Security and maintaining our facebook page

- All computer equipment to have correct virus software installed and to be updated as appropriate
- All passwords to be changed every six months.

- Only the chair person, vice chair person and secretary will update the facebook page when necessary.

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. Chair, director, or owner)
