

## SOCIAL NETWORKING POLICY



To protect the setting's children and staff from any harm deriving from the misuse of networking sites

### **Berriew Pre-school will:**

- Ensure that no-one uses the setting computer to access social media networking sites (Facebook, Twitter, Bebo, MySpace etc.) and/or to publish information on the web through message boards, blogs, or any other information sharing site for personal use. This will be operational for every member of staff working in the setting, whether full time, part-time, temporary, on work experience or in training or volunteers.
- Acknowledge some people's desire to publish information on the web in their own time by contributing to blogs, message boards, social networking sites or content-sharing websites using written, verbal or visual contributions. If the staff use social networking sites outside of their working hours, they should be aware of how their behaviour, status updates, photographs and any other activity may reflect on the setting, particularly if the employer is listed in the profile.
- Prevent any member of staff from putting any images associated with the setting, which contain images of children or colleagues on any social media site or other digital medium unless it is directly related to the setting's use and subject to the usual rules of the setting regarding taking photographs.
- Inform staff if their photograph or name appears on any site, that this could lead to identifying him/her as a member of the setting staff.

### **If a member of staff**

- Posts information on the internet which will enable him/her to be identified as a staff member in the setting, or if he/she discusses work or anything related to the setting or its business, customers or staff, the member of staff is expected to conduct himself/herself in a manner which conforms to his/her work contract and the setting's policies and procedures.
- Blogs or establishes a website which indicates that he/she is a member of staff, the Registered Person/Chair should be informed immediately.
- Creates a post on a blog which clearly identifies that he/she works in the setting, and he/she expresses any idea or opinion, a disclaimer, such as "this is my own personal opinion and not those of the setting should be added.

**A breach of this policy can lead to disciplinary action and serious breaches may lead to dismissal in line with the setting's disciplinary procedure.**

**The following matters will be treated as gross misconduct which could lead to dismissal, the setting will follow the Disciplinary Procedure.**

These are examples; the list is not complete:

- Revealing confidential information about the setting in a personal online posting. This can include information relating to the setting's clients, business plans, policies, staff, financial information or internal discussions. A member of staff should discuss with the responsible individual or Chair if he/she is uncertain what might be regarded as confidential.



- Criticising or embarrassing the setting, its clients or its staff in a public forum (including a website). Staff should respect the reputation of the setting and the privacy and feelings of others at all times. If a member of staff has a genuine complaint to make about a colleague or the workplace, the correct procedure is to express a grievance following the grievance procedure.
- Accessing or updating a personal blog or website from the setting's computer or phone during work hours.

**Communicating with the media**

**Staff must have permission in advance from the Responsible Individual before representing the setting in public in any such way as:**

- Giving an interview or making any comment in the press
- Writing or contributing to any article or book
- Appearing on television or in a film
- Speaking on the radio.

This <b>Social networking</b> policy was passed for use in Berriew Pre-school	
On:	
By:	Position:
Date of planned review:	