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### **Social Networking Policy**

Social networking sites provide many benefits for staff, but if staff use them they must be mindful they are in a professional position and are responsible for the care and education of children.

Kingsdown Pre-school has a high reputation to maintain and comments or photographs on sites such as Facebook could have an impact on how parents view the pre-school.

Staff need to use good judgement on what materials they post online.

Online posts must never make reference to children, parents, other staff, pre-school Committee or other professionals that employees come into contact with. The open nature of these sites mean it is possible for third parties, including parents to access this information.

Photographs posted online must not show staff, committee members, parents or children unless they have given their express permission.

Staff must not "tag in" other staff, committee members, parents or children unless they have given permission.

If you are recording remarks or comments that breach confidentiality and are deemed to be detrimental to Kingsdown Pre-school other staff or committee members, you may face disciplinary action.

It should be remembered that no information sent over the web is totally secure and as such, if you do not wish it to be made public, you should consider not sending it over a social networking site.

Staff will need to notify Pre-school of parents with whom they are 'friends' on social networking sites and this should be regularly updated.

Kingsdown Pre-school has it's own Facebook page for information and marketing purposes. Parents will be asked to sign a consent form as confirmation that photographs of their children during their time at pre-school can be posted on our page.

This policy was adopted on 29-06-2020

Signed on behalf of the pre-school

Amy Bridges- chairperson of Kingsdown Preschool

Chairperson: Amy Bridges

Secretary: Sarah Fish

Treasurer: Gemma Green

Kingsdown Pre-school is a registered charity- Number 285737