



Social networking Policy

- **policy statement**
- Guidelines for Adults working / volunteering within Downside Children's Pre- school.
- This guidance note relates to personal use of the internet

- The intention of this guidance is not to stop staff from conducting legitimate activities on the internet, but serves to highlight areas in which conflicts can arise. 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 to collate vast amounts of information.

- The internet provides a range of activities which staff are free to engage within their time outside of work. All staff should be mindful of the information they disclose on social networking sites. However the setting has a reputation built on honesty and trust which is pivotal to the relationships we build with our client groups and service users. It may not be appropriate to share work-related information through social networking mediums.

- To this end as staff represent the setting all staff should not:
 - Engage in activities on the Internet which might bring the setting into disrepute
 - Use the Internet in any way to attack or abuse colleagues, this may amount to cyber-bullying and could be deemed a disciplinary offence
 - Post any photographic images of the children or their families on personal blogs, micro blogs or web sites
 - Post derogatory or offensive comments on the Internet, staff members should respect the privacy and the feelings of others. Remember if you post something defamatory and break the law, you will be personally responsible
 - Be seen to support any political party or cause
 - Reveal confidential work related information
 - On any of their blogs, micro blogs or personal websites identify themselves as an employee of Chaul End Children's Centre as this can create potential conflicts of interest
- Update any of their social networking sites from setting computers

This policy was adopted at a meeting of Downside Children's Pre-school held
on _____

Signed on behalf of Downside Pre-school

by: _____

