



# Social Networking Policy

## Policy statement

Social networking sites, professional networking sites and personal web sites are all useful technologies and some provide a great way to maintain contact with friends. Every employee and parent has an opportunity to express and communicate on-line in many ways and Tiggers does not wish to discourage an on-line presence. However, Tiggers Pre- School does not encourage their employees to write about their work in any way and would request them not to do so.

Above all else, everyone needs to use good judgement on what material makes its way on-line. This policy will set forth guidelines that employees, parents and carers should follow for all on-line communications.

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

- Personal blogs
- Twitter
- Facebook
- MySpace
- Google Plus

## Procedures

Staff/Parents should not post anything onto social networking sites that could be construed to have any impact on Tiggers reputation.

Due to confidentiality Laws, under no circumstances should posts be made in reference to Tiggers Pre School children, parents, employees or other professionals who you may come in to contact with through the setting. At no time must any photographs or materials be published that identify the setting, its staff or children.

If staff choose to allow parents to view their social networking sites (due to an already on going friendship) then this relationship must remain professional at all times and must not contain any reference to the Pre-School. It is not appropriate for staff to share work related information whether written or pictorial in this way. If a parent requires information about their child, please approach your child's keyworker during normal Tiggers hours.

Any member of staff found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the Pre-School or other employees or posting/publishing photographs of the setting, children or staff, may face disciplinary action in line with the Pre-School's disciplinary procedures.

Remember always maintain professionalism, honesty, and respect. Apply a "good judgement" test for every social networking post that you make. Ask yourself, could you be guilty of leaking information, discussing confidential information? Is it negative commentary regarding Tiggers Pre-School or it's employees?



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Furthermore, if a staff member becomes aware of any social networking activity that identifies or makes reference to Tiggers Pre School please advise the Setting Manager.