



## Red Dragon Preschool Committee & Staff

### Social Media Policy

This Social Media Policy applies to all Staff and Committee members at Red Dragon Preschool

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

- Social networking sites (e.g. Facebook, Snapchat, Twitter, Instagram)
- Blogs
- Discussion Forums
- Collaborative online spaces
- Media sharing services (i.e. YouTube)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the Preschool setting or at Preschool special events and outings with the children, are to be posted for public viewing, except those of your own child.
- No public discussions are to be held or comments made on social media sites regarding the Preschool children, staff or committee business (except appropriate for marketing or fundraising events) or that could be construed to have any impact of the Preschool's reputation or that would offend any member of staff or parent using the Preschool.

#### Social Media

- Staff and Committee members are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff and Committee members should not accept service users, children and parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at Preschool. You should avoid personal communication, including on social networking sites, with the parents with whom they act in a professional capacity. An exception to this is that if you have children in common at Pre-school you can use Social Media as a means to communicate or share information about your child/children.
- In the event, that a member of staff or Committee names Red Dragon Preschool on any social media, they do so in a way that is not detrimental to the organisation or its service users.
- Staff and Committee members observe confidentiality and refrain from discussing any issues relating to Preschool.
- Staff and Committee members should not share information they would not want children, parents, fellow committee members or staff to view.
- Staff and Committee members should report any concerns or breaches to the designated person in their setting. This is either the Chair of the Committee or the Pre-school Supervisor.
- It is advised to be mindful of your political and religious views so as not to enforce your beliefs and/or opinions onto others.



Any member of staff or committee member found to be posting remarks or comments that breach confidentiality, bring the Preschool into disrepute or that are deemed to be of a detrimental nature to Red Dragon or other Committee member or staff, or posting/publishing photographs of the setting, children or staff may face disciplinary procedures.

Any comment deemed to be inappropriate is to be reported to the Chair of the committee and any action taken will be at their discretion.

### **General Guidelines for using Social Media**

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, respect and honesty.
- Apply a 'good judgement' test for every social media post you make.

### **Cyber Bullying**

Bullying or harassment of any kind will not be tolerated on the committee. Cyber bullying methods could include using text messages, mobile phone calls, instant messenger services, by circulating photos or video clips or by posting comments on websites, blogs or in chat rooms. Personal blogs that refer to committee members, staff or the setting (without consent) is unacceptable.