



Safeguarding Children

Social Media policy for Pre-school staff and parents

*This policy is in addition to the whole school staff code of conduct, and safeguarding policies and procedures.

Policy statement

It is likely that many staff/ parents belong to a social media site (e.g. Facebook, Twitter, and Instagram)

Access to social media sites **is not** permitted in the setting, unless by the Nursery Manager for marketing purposes, accessed only in the Pre-school office.

All Social Media sites are controlled by Ben Harris in the Marketing Department.

PROCEDURES

Staff:

- Do not name the Pre-school they work for.
- Remain professional and do not under any circumstances discuss Pre-school business or refer in any way to the setting.
- Do not name or discuss any information regarding other staff members, children or parent associated with the setting either past or present.
- Do not accept or initiate 'friend' requests to any current Pre-school parent/carer at any time. A polite request to parent/carers is in the Pre-school Parents' Handbook.
- Must ensure that privacy settings are set to private and that concerns are appropriate, including photos and language used. The appropriateness of posts will remain at the manager's discretion.
- Any breach of above will be treated as a disciplinary issue.

Parents:

- Are strongly requested not to invite staff members to be friends via a social network.
- Are strongly requested not to discuss Pre-school business on any network site. Any issues or concerns should be discussed with the Nursery Manager or setting staff.

- Parents are asked not to place any photos they receive from us of any kind on any social network site.
- Are politely reminded, at school events such as concerts and sports day, that whilst they are welcome to take photographs and/or film these must be for private use only. Images containing other people's children should not be posted on publicly accessible sites. Moving images of school events should not be posted on YouTube. Parents are asked to complete the Consent for Photography and Publicity form which is provided as part of the Pre-school Acceptance Pack, and can be downloaded from the school website (<http://www.giggleswick.org.uk/Junior-School-Policies>).

Reviewed by:	C B Shuttleworth, Nursery Manager
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