



## Social Media Policy

Social networking activities conducted online outside work, such as blogging (writing personal journals to publicly accessible internet pages), involvement in social networking sites such as Facebook, Instagram, Twitter, Snapchat, Myspace or Bebo and posting material, images or comments on sites such as YouTube can have a negative effect on an organisation's reputation or image. In addition, Woodcroft Pre School & Wrap Around Care has a firm commitment to safeguarding children in all aspects of its work. This policy has been written to set out the key principles and code of conduct that we expect of all members of staff with respect to their responsibilities in connection with the use of social networking sites.

### Key principles

- Everyone at Woodcroft Pre School has a responsibility to ensure that they protect the reputation of the Pre School and to treat colleagues and members of the Pre-school with professionalism and respect.
- It is important to protect everyone at Woodcroft Pre School from allegations and misinterpretations that can arise from the use of social media sites.
- Safeguarding children is a key responsibility of all members of staff and it is essential that everyone at Woodcroft Pre School considers this and acts responsibly if they are using social networking sites out of school. Anyone working in the school either as a paid employee or volunteer must not communicate with children via social networking.

The following are not considered acceptable at Woodcroft Pre School & Wrap Around Care:

- The use of the Pre-school's name, logo or any other published material without prior written permission from the Manager. This applies to any published material including the internet or written documentation
- The posting of any communication or images which links the Pre-school to any form of illegal conduct or which may damage the reputation of the school. This includes defamatory comments.
- The disclosure of confidential or business-sensitive information. Or the disclosure of information or images that could compromise the security of the Pre School.



In addition to the above everyone at Woodcroft Pre School & Wrap Around Care must ensure that they:

- Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the Pre School. E.g. 'what a bad day can't wait to finish'
- Use social networking sites responsibly and ensure that neither their personal/professional reputation, or the Pre School's reputation is compromised by inappropriate postings.

Any breaches of this policy will be fully investigated. Where it is found that there has been a breach of the policy this may result in action being taken under the Disciplinary Procedure. A breach of this policy will be considered to be a serious disciplinary offence.

Staff are able to use their phones for whatever purpose they wish on breaks in designated areas.

Policy adopted October 2019

signed Manager..... Secretary.....