

## Maple Grove Community Group

### Social Network and Blog Policy

#### Introduction

The setting recognises that some employees may use the internet for personal purposes and may participate in social networking on sites such as:

- Facebook, snapchat, Instagram.
- Blogs and micro blogs such as twitter.
- Discussion forums.
- Media sharing (youtube).

Employees must ensure they do not breach the law or disclose any confidential information about the setting, children or families.

This policy outlines the setting's approach to social networking and the use of blogs. It details the ground rules for employees, who should ensure that the content of their blogs/social networking sites does not bring the setting into disrepute or breach their obligations under the setting's Code of Conduct.

This policy applies to all setting employees, volunteers and students.

#### Definitions

The term '**blog**' is short for 'web log'. A blog is an online diary detailing personal insights and experiences. This is shared with an online audience.

A **Social Network Site** is a website, which allows individuals to construct a public or semi-public online profile and to connect with others who share similar interests and views.

#### Ground Rules for Employees

Employees must not access personal blogs/social networking sites on work premises or use the setting internet systems or email address for their own use, except during breaks and in designated areas.

Only designated staff can update the settings Facebook page and may do so during working hours where appropriate. All staff follow parental preferences and refer to permission lists in their induction pack regarding whether their child can be used on social media. All staff in the rooms are aware of who can and can't go on social media and appropriate steps are taken to achieve this. The setting does not condone employees writing about their work on social networking sites or web pages and asks them not to do so. If employees choose to do so, they are expected to follow the rules below.

#### Setting social media page

The preschool has its own private Facebook page which is a closed group which is only open to the current intake of parents and staff. In order to gain access to the page, a request has to be sent and a series of questions answered (some of which will coincide with information that will be found on their registration pack). The office will check the answers and if they match up then access is granted. We create a new page for each year group and at the end of the school year we close the page to any further editing. On the private page parents will be able to see photos of their children (if permission given) of what they've been up to, special events, dress up days etc. We do also have a public page which displays upcoming events such as fundraising days which is accessible to everyone (past and present parents). However, no personal information or photos of the children are on that page (only pictures of hands and feet, no faces).

#### Staff must not:

- Disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child, colleague or service user, which could be in breach of the Data Protection Act / GDPR 2018
- Disclose the name of the setting or allow it to be identified by any details at all. This includes posting photos of **children and young people** & the premises.
- Link their own blogs/personal web pages or social media accounts to the setting in any way.
- Make defamatory remarks about the setting, colleagues or service users.
- Misrepresent the setting by posting false or inaccurate statements.

Communication between children and young people, by whatever method, should always take place within clear and explicit professional boundaries. Staff should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming.

Staff **should not**:

- Give their personal email details to children, young people and parents who use the setting
- Send or accept friend requests on social networking sites from children, young people or parents who use the setting
- It may be acceptable for staff to remain friends with parents if this relationship was in place prior to the child starting at the setting

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and /or criminal investigations in line with the settings code of conduct policy.

*Remember that anything posted online could end up in the public domain to be read by children, parents or even future employers – so be careful what you post and who you post it to. For example posting explicit pictures of yourself could damage your reputation and that of your profession and organisation. Parents may question your suitability to care for children.*

This policy was adopted at the meeting of the group held on.....

Signed on behalf of the group.....