

Social Networking Policy



Burton Pre-School
Playgroup

Burton Pre-School Playgroup is aware that new technologies are an integral part of our lives and are powerful tools which open up teaching and learning opportunities. Whilst every attempt has been made to cover a wide range of situations, we recognise that this policy cannot cover all eventualities and there may be times when professional judgements come into effect.

For the purposes of this policy social networking refers to the social media commonly used for websites which allow people to interact with each other in some way – by sharing information, opinions, knowledge and interests. We refer to social networking sites such as facebook, instagram and snapchat but the term social media also refers to other web based services such as blogs, video and audio podcasts, message boards and video sharing websites such as YouTube.

The policy also applies to the use of communication technologies such as mobile phones and cameras.

Burton Pre-School aims to provide safe online behaviour by ensuring:

- Staff are informed of the risks of putting personal information onto social networking sites, such as addresses, home and mobile numbers.
- Confidentiality needs to be considered at all times. Staff need to ensure that they do not put any confidential information about themselves, their employer, their colleagues, families of or the children themselves.
- Staff must never post derogatory remarks or offensive comments on-line or engage in online activities which may bring the playgroup into disrepute.
- Staff must not access any of the mentioned technologies during working hours.