



## **Employment**

### **E6 Use of Social Media sites**

#### **Policy statement**

At Little Fishes Preschool we recognise that the use of social media sites is a popular means of conveying information and messages and that this form of communication is how the modern world now operates.

At Little Fishes Preschool we recognise the rights of employees to be able to use this form of communication but we wish to clarify how that is to be used in respect of our setting. We need to clearly differentiate between the personal and the professional and therefore the following procedures and requirements will apply:-

Staff will not acknowledge the full name of our setting on any communications they post.

Nor will they identify where our setting is located.

Staff will not make a comment or respond to a comment about a child, their family, a member of staff or another professional that they have come into contact with via the workplace.

Staff will always be mindful of confidentiality for all people connected to our setting.

Staff will acknowledge that they are completely responsible for the comments they post and that any comments posted are not representative of the setting itself.

At no time must any photographs or materials be published that identifies the setting and/or the children who attend.

Staff will use 'good judgement' on any posts they make.

#### **Procedures**

Staff are expected to:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with

- ensure the organisation is not negatively affected by their actions and do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- are aware that images, such as those on Snapshot may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality and refrain from discussing any issues relating to work
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- not accept service users/children/parents as friends, as it is a breach of professional conduct
- report any concerns or breaches to the designated person in their setting
- not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the practitioner and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed.

If staff become aware of any social media comments that are distasteful or show a lack of 'good judgement' they will report their concerns to either the Chair of Trustees or the Manager or Deputy Manager of the setting. The concern will be dealt with accordingly.

Staff will acknowledge that it is their professional duty to report any concerns.

The Disciplinary and Grievance policy will be implemented against a member of staff should it be deemed their posts and comments have caused harm to the setting in any way.

This policy was adopted at a meeting of

Little Fishes Preschool

Held on

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10/06/15

Date to be reviewed

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Reviewed: Spring 2023

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Next review date: Spring 2025

Signed on behalf of the management  
committee

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Vicky Baker – Chairperson

Tracy Parkins - Manager

Name of signatory

Role of signatory (e.g. chair/owner)

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