



14. Internet/ Social Networking Policy

On some pre-school events photographs or video recordings may be taken by pre-school staff using pre-school devices and used as evidence for your child's developmental profile. On such occasions parents may also wish to take images for personal use of their child amongst other children. It is therefore down to the individual parent's discretion on how they then use the images recorded. We kindly ask you to consider the thoughts and feelings of the parents whose children may also be in the recording/image and ask that you use the images suitably. St Peter's Pre-school recognises that social media has become a part of everyday life for many individuals and families, including both staff and parents. Social media allows for the free and easy exchange of information, opinions and images. It is necessary to set our terms around the use of social media in connection with how Pre-school is presented publicly.

Social Media and Parents/Carers

St Peter's Pre-school recognises that parents/carers and their families may be regular users of social media and has no intention to curtail their use of it beyond reasonable requests to adhere to Safeguarding regulations and professionalism.

- Remember that nothing you put onto social media can be considered fully private, no matter how strong your privacy settings are.
- Be cautious on how you discuss Pre-school in conversations on Social media. Do not reveal: -the names of other children, staff members/volunteers working at Pre-school, or anything else that could reveal their identities.
- If you have any negative opinions or concerns about any aspect of how Pre-school is run, do not discuss it on social media. Such concerns should always be reported to the Manager so that they can be investigated, discussed and resolved formally.

Social Media and Employees

St Peter's Pre-school recognises that employees may be regular users of social media and has no intention to curtail their use of it beyond reasonable requests to adhere to Safeguarding regulations and professionalism.



St Peter's Pre-School Policies and Procedures
March 2020

- Employees must not discuss Pre-school (including colleagues, children, parents or the organisation) in conversations that take place on social media in any way that goes beyond giving out information which is already freely available on the Pre-school website.
- if an employee becomes aware of any conversation taking place on social media about St Peter's Pre-school, and the tone of that conversation is critical of individual staff members or of the organisation, then it must be reported to the Manager for investigation.
- Employees are advised not to create any social media friendships with parents of current children at Pre-school, an exception to this rule is if an employee has an existing relationship with a child's parent(s), this rule no longer applies once a child has left Pre-school.

Any breaches of this policy will be investigated and could result in disciplinary action being taken against the individual concerned.

Disclaimer

If parents wish to opt out and do not want their child photographed for any pre-school community event, they should speak to the Supervisor prior to the event taking place.

Permission from parents for images to be displayed on the pre-school's social networking site will be sought at time of registering your child at St. Peter's via the parent/St. Peter's preschool contract –

Parents have the right to opt out at any time.

This policy was adopted at a meeting of the Pre-school held on..... (Date)

Signed on behalf of the Pre-school: (Chairperson)