

# Harrold Pre-School Policies



## **Social Networking Policy**

This social networking policy applies to all members of staff employed by Harrold Pre-School.

### **Social Media**

Social media, professional networking sites, rapid-fire communications, blogging sites, and personal websites are all useful technologies. However, staff have a duty of care to the children who attend the Pre-School as well as to the parents and other members of the staff. It is important for staff to recognise that they need to use good judgement when accessing these types of media.

This policy sets out guidelines for staff to follow for all on-line communications in reference to Harrold Pre-School.

### **Relevant Technologies.**

This policy includes (but is not limited to) the following specific technologies:

Twitter  
Facebook  
MySpace  
Digg  
Personal websites  
Personal blogs

### **Responsibilities.**

Any materials presented on-line in reference to Harrold Pre-School by any employee is the responsibility of the poster. At no time must any posts be made in reference to children, parents or other professionals that employees may come into contact with through the workplace. At no time must any photographs or materials be published that identify the staff members concerned. Any member of staff found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the Pre-School or other employees or posting/publishing photographs of the setting, children (this includes photographs of staff unless permission has been gained) may face disciplinary action in line with the Pre-School disciplinary procedure.

### **Topic Matter Guidelines.**

Harrold Pre-School employees are encouraged to use the following guidelines in social networking practices:

- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public, refrain from sending it over a social networking site. Even though you may think that you are anonymous or you use an alias it may still be possible to be recognised.
- Maintain professional honesty and respect.
- Apply a 'good judgement' test for every activity related to Harrold Pre-school. Could you be guilty of leaking information or discussing confidential information? Is it negative commentary regarding Harrold Pre-School or its employees? Activity showing good judgment would include statements of fact about Harrold Pre-School, and its products and services, facts about already public information or information which is already displayed on the Pre-School website.

### **Company Assets**

The use of company assets (computers, internet access, email etc) is intended for purposes relevant to the responsibilities assigned to each employee. Social networking sites are not deemed a requirement for most positions.

### **Pre-School Sensitive Matters.**

Any on-line communication regarding sensitive information, such as, lay-offs, strategic decisions or reduction of working hours deemed inappropriate for uncoordinated public exchange is forbidden.