

Mitchell Walk Playgroup

Social Networking Policy

Mitchell Walk Playgroup Policy on the personal use by Staff on Social Networking sites and Other Third Party Websites.

The internet provides a number of benefits in which Mitchell Walk Playgroup staff may wish to participate. However, all associated with the setting must not discuss their work, they are expected to behave appropriately when on the internet.

Social Networking sites

Social networking sites are a great way for people to maintain contact with family and friends. However, through the open nature of most sites, including Facebook, Twitter and other such sites it is possible for third parties to access any information. This obviously includes parents of Mitchell Walk Children.

- Social networking sites allow millions of people to view videos, photographs and comments of other users. However, it is not appropriate for you to share any work related information whether written or pictorial. You can and should refer to our Confidentiality Policy if unsure.
- Please respect the feeling of others and under no circumstance should you place comments about any of Mitchell Walk Playgroup Staff, Committee members or Children.
- You should be aware that if you write on a friends wall on Facebook all of their friends can see your comment even if they are not your friend. You may have your privacy setting for your own social networking sites set to private. However, when joining a group or a networking site please be aware that everyone in that group and on the network is able to see your profile. You can also be looked up on search engines such as Google.
- Do not post embarrassing material, use offensive language or make comments that may call yours or Mitchell Walks reputation into question.
- If your friends take photographs and post them and you are not happy about them, contact your friend and explain that you need them to be removed. If you are over the age of 18 most websites will only look into issues that contravene their terms and conditions. It is your responsibility to have them removed.
- If a member of staff is friends with any parents of the children attending the setting. It is the staffs responsibility to inform the Chairperson before they start or asap after they begin. This is to cover each member of staff and so they do not become that child's key person.

The internet is a fast moving technology and it is not our intention to stop staff from conducting legitimate activities on the internet. Just be aware that problems could arise if you are not careful.

If a member of staff believes something has been written which gives rise to concerns within this, or any other policy this must be brought to the attention of the Supervisor or Chairperson to be discussed.

Random checks will be carried out to make sure all items in this policy are being followed.

Failure to adhere to this policy may result in disciplinary action.

This Social Networking Policy was adopted at a meeting of Mitchell Walk Playgroup held on

Date:

Signed on behalf of the Mitchell Walk Playgroup Management Committee:

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Name:

Role:

To be reviewed on (date):

This policy was reviewed / updated on

Date:

Signed on behalf of the Mitchell Walk Playgroup Management Committee:

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Name:

Role:

To be reviewed on (date):