**Little Paxton Preschool**

Gordon Road, Little Paxton, St Neots, Cambridgeshire, PE19 6NG

01480 356039

Charity Number: 1030774

**THIS POLICY APPLIES TO ALL EMPLOYEES, COMMITTEE MEMBERS, VISITORS, VOLUNTEERS AND STUDENTS** (collectively referred to as ‘Employees and others’ in this document).

**Social Network and Blog Policy:**

Little Paxton Pre-School recognises that some employees and others may use the internet for personal purposes and may participate in social networking on sites such as Facebook, Twitter, and MySpace. Employees and others must ensure they do not breach the law or disclose any confidential information about the setting, children or families.

The policy outlines the settings approach to social networking. It details the ground rules for employees and others, who should ensure that the content of ANY of their social networking sites does not bring the setting into disrepute or breach their obligations under the settings code of Conduct.

Employees and others must not access personal social networking sites on work premises or use the settings internet systems or email address for their own use, without prior agreement or in accordance with the settings policy.

The setting does NOT condone employees and others writing about their work on social networking sites or web pages and asks them not to do so. If employees choose to do so, they are expected to follow the rules below.

Staff **must not:**

* Disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child, colleague, committee member, volunteer or service user, which could be in breach of the General Data Protection Regulations 2018.
* Disclose the name of the setting or allow it to be identified by any details at all. This includes posting job location, photos of children and young people, the premises or events with work colleagues.
* Link their own personal pages to the settings website.
* Make defamatory remarks about the setting, committee members, colleagues or service users.
* Post content directly, or through a third person that does not uphold the views of the setting and that would cause alarm, harm or damage to the setting, committee members, colleagues or service users.
* Misrepresent the setting by posting false or inaccurate statements.

**Communication with children and young people, by whatever method, should always take place within clear and explicit professional boundaries. Staff should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming.**

Staff **should not:**

* Give their personal email details to parents who use the setting.
* Send social networking site ‘friend requests’ to, or accept them from parents who use the setting.

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and/or criminal investigations.

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| **Policy last updated:** 03112019  **Approved by**  **Penny Lusha, Chair**  **on 03112019** |