

ST JOHN'S SUNSHINE PRE-SCHOOL

SOCIAL MEDIA POLICY

Everyone at St. John's Sunshine Pre School fully recognises that in today's world, technology plays a large part in everyday life. This includes the use of Phones, Internet and Social Media. It is also a part of your child's learning and development through the Early Years Foundation Stage (EYFS) where they are encouraged to fully interact with a wide range of technology including, cameras, computers, and toys which use technology such as remote-control toys.

We as a Pre School need to ensure that the staff, committee and parents personal usage and professional usage are used in appropriate ways. To do this the following will be adhered to;

- Staff will not to take photos of children within the setting and will not share on personal social network pages.
- Staff will ensure that only appropriate images of themselves appear on their personal pages to ensure the Pre School is not shown in a bad light.
- Staff are not to reference any child, parents, colleague or any other professional by name on their personal page.
- Staff should avoid any conversations with past, present or future parents via personal pages and should direct any concerns, issues or questions to the Manager or Deputy.
- Staff are reminded that information sent over the internet is not totally secure, therefore if you do not wish it to be made public refrain from sending it through social media.

Any photos of St. John's Sunshine Pre School will be placed on the Facebook Group St. John's Sunshine Pre School which only parents can access. Other photos of the Pre School along with advertising of events will be shared on the St. John's Sunshine Facebook page where there is free access to the wider public.

If any staff want to post images to Facebook they can send these to either the Manager or Deputy with written details, in order for the decision to be made whether the image or wording gets put onto the Facebook group or Page associated with the Pre School.

If any staff member is found to have done any of the following they may face disciplinary procedures

- Comments that breach confidentiality of any aspect of St. John's Sunshine Pre School on any social networking page.
- Any employee who is found to be using the any Pre School assets (computer, Tablet, Emails and internet) to access social Networking other than as part of their role within the Pre School.
- Any comments or remarks made about reduction of hours, redundancies, strategic decisions or any negative comments about colleagues.