



Social Networking Policy

Introduction

The Internet provides a number of benefits in which Goudhurst Village Pre-school Staff and Trustees may wish to participate. However, when someone is identified with Goudhurst Village Pre-school or discusses their work, they are expected to behave appropriately when on the Internet. The Internet is a fast moving technology and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed. If in any doubt then details should be firstly discussed with the Preschool Manager. The intention of this policy is not to stop staff or Trustees from conducting legitimate activities on the Internet, but serves to flag-up those areas in which conflicts can arise.

Principles

Staff and Trustees at Goudhurst Village Pre-school are in a professional position and are responsible for the care and education for Early Years children. Therefore they must not engage in activities on the Internet which might bring Goudhurst Village Pre-school or its associated employees and Trustees into disrepute.

Social Networking Sites

Social networking sites provide a great way for people to maintain contact with friends. However, through the open nature of such sites, it is also possible for third parties (including Goudhurst Village Pre-school parents), to access this information.

- Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work-related information whether written or pictorial in this way.
- Under no circumstance should comments be made about Goudhurst Village Pre-school staff and Trustees on the Internet.
- Staff members should respect the privacy and the feelings of others. This could be deemed a disciplinary offence.
- If a Staff or Trustee believes something has been written which gives rise to concerns within this, or any other policy, this must be discussed with the Manager of Goudhurst Village Preschool.

This policy was adopted at a meeting of Goudhurst Village Pre-school

Held on.....

Date to be reviewed

Signed on behalf of the provider

Name of signatory.....

Role of signatory.....