



Safeguarding Children

1.7 Social Networking Policy

Policy statement

Policy on the personal use by staff of Social Networking and other Third Party Websites

The internet provides a number of benefits in which Treetops staff may wish to participate. However, when someone is identified with Treetops 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 discussed with the Manager.

The intention of this policy is not to stop staff from conducting legitimate activities on the internet, but serves to flag-up those areas in which conflict can arise.

Principles

Staff members at Treetops are in a professional position and are responsible for the care and education for Early Years Children. Therefore they:

- Must not engage in any activities which may harm the welfare of children or adults in connection with the setting
- Must not engage in activities on the internet which might bring Treetops or its associated employees into disrepute

Social Networking Sites

Social networking sites provide a great way for people to maintain contact with their friends. However, through the open nature of such sites, it is also possible for third parties (including Treetops 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. Please refer to our confidentiality policy.
- Under no circumstances should comments be made about Treetops, its staff or children on the internet. Staff members should respect the privacy and feelings of others.
- If a staff member believes something has been written which gives rise to concerns within this, or any other policy, this must be discussed with the Manager.
- Staff must not 'friend' parents of children attending the setting

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

This policy was adopted at a meeting of	Treetops (Hedge End) Limited	name of setting
Held on	<u>31st August 2017</u>	(date)
Date to be reviewed	<u>30th August 2018</u>	(date)
Signed on behalf of Treetops		
Names of signatory	<u>W. Lowton</u>	<u>P. Lowton</u>
Role of signatory (e.g. chair/owner)	<u>Director</u>	<u>Director</u>