



Busy Bees @ LPS – Social Networking Policy

This social networking policy applies to members of staff, students, committee members and volunteers at Busy Bees @ LPS

State of social media

Social media, professional networking sites, and personal Web sites are all useful technologies. Every employee, committee member and visiting student has an opportunity to express and communicate on-line in many ways, and the Manager and Committee does not wish to discourage an on-line presence. In many ways, social networking can act as a form of CPD by offering opportunities to reflect on practice, access publications and blogs, engage with fellow professionals etc. However, Busy Bees @ LPS does not encourage their employees or students to write about their work in any way and would request them not to do so.

Above all else, everyone needs to use good judgement on what material makes its way on-line.

This policy will set forth guidelines that employees, students, parents and carers should follow for all on-line communications.

Relevant technologies

This policy includes (but is not limited to) the following specific technologies:

Personal blogs

Twitter

Facebook

Responsibility

At no time should any posts be made in reference to Busy Bees @ LPS, the children, parents or other professionals that includes employees or students who you may come in to contact with through work. At no time must any photographs or materials be published that identify the setting, its staff or children.

Staff are in a professional position and are responsible for the care and education of children. Therefore they must not engage in activities on the internet which might bring the setting or its associated employees into disrepute. **Any member of staff or student found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to Busy Bees, it's employees or posting/publishing photographs of the setting, children or staff will face disciplinary action in line with the pre school's disciplinary procedures** (Students will be asked to leave immediately).

Guidelines

The staff, Committee members, visiting students and volunteers are encouraged to use the following guidelines in social networking practices:

- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site.
- Maintain professionalism, honesty, and respect
- If a member of Staff allows parents to view their social networking page, they must ensure that the relationship remains professional at all times. Please bear in mind that the parent will be able to read your posts and view your photos – you are expected to represent the Company and your position within it in a professional manner
Apply a "good judgement" test for every social networking post that you make.
- Could you be guilty of leaking information, discussing confidential information? Is it negative commentary regarding Busy Bees @ LPS?
Furthermore, if a staff member becomes aware of any social networking activity that identifies or makes reference to Busy Bees @ LPS, please advise the Manager

Busy Bees @ LPS runs a Twitter and Facebook page. The person/s responsible for this are required to maintain the pages in a professional manner, showing respect and courtesy to other individuals as well as maintaining confidentiality concerning parents, children and staff. We will only upload photographs of children if we have had prior permission from parents or carers.

This policy was adopted on	
Signed on behalf of the preschool	
Date disseminated to staff	
Date for review	