

Policy on the Use of Technology and Social Media

This social media policy applies to parents, members of staff, students, committee members and volunteers at The Radburn Pre School. This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Twitter, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:

- No photographs taken within the Pre-School setting or at Pre-School special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
- No public discussions are to be held or comments made on social media sites regarding the Pre-school children, staff or committee business (except appropriate use for marketing fund raising events) or that could be construed to have any impact on the Pre-School's reputation or that would offend any member of staff or parent using the Pre-School.
- The Director or Radburn office staff may only post pictures of children who have a signed release for photos (see the Parent Contract). These photos may be used on the School's Facebook page, website, and for PR purposes (sent to the local paper, inclusion in school marketing materials, or posted to community Facebook pages).

Social media

- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Staff should not accept service users, children and parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity. Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.
- In the event that staff name the organization or workplace in any social media they do so in a way that is not detrimental to the organization or its service users.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff should not share information they would not want children, parents or colleagues to view.
- Staff should report any concerns or breaches to the designated person in their setting.
- Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality, bring Pre-School into disrepute or that are deemed to be of a detrimental nature to the Pre- School or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action.
- Any comment deemed to be inappropriate is to be reported to the Director and any action taken will be at their discretion.

General guidelines for using social media:

- Personal security settings should be managed to ensure that information is only available to people you choose to share information with.
- 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 through social media.
- Maintain professionalism, honesty, and respect.
- Apply a “good judgement” test for every social media post you make.