

**Social Networking Policy**

(Facebook, MSN, Twitter, BB Messenger, Blogging)

The internet provides a number of benefits in which the setting may wish to participate, access online encyclopaedias such as Wikipedia, make equipment orders online or pay outstanding invoices.

However, when someone clearly identifies their association with Padbury Pre-school and/or discusses their work they are expected to behave appropriately when on the internet, and in ways that are consistent with the values, policies and procedures of Padbury Pre-school. The settings reputation is crucial and parents/carers and other outside professionals must be able to trust that the setting operates to a robust ethical standard.

All persons associated with Padbury Pre-school:

* Should not use the internet in any way to attack or abuse colleagues
* Should not post derogatory or offensive comments on the internet relating to staff, children, parents/carers, volunteers, students and others.
* Should not post pictures taken at the setting with images of the children who attend or any other children.
* Should not discuss the settings daily operation in anyway as this is a breach of the settings confidentiality policy.

All networking sites allow photographs, videos and comments to be shared with thousands of others users. Work related information should never be shared this way. Staff or others who are found to have breached this policy by posting offensive comments may be brought to the Management Committee to face possible disciplinary procedures as these comments could be seen to amount to cyber-bullying.



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| This policy was adopted at a meeting of | Padbury Pre-school | name of setting |
| Held on | 28/06/21 | (date) |
| Date to be reviewed | June 2025 | (date) |
| Signed on behalf of the committee | RMBiswell |
| Name of signatory | Rachel Biswell |
| Role of signatory  | Pre-School Manager. |