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## 10.15 Social Media Policy

This social media policy applies to all staff members and volunteers employed/ or associated to Broadhill Pre-School

### **Purpose of policy**

Social media websites such as Facebook and Twitter are all useful technologies that are now a part of everyday life. Every employee/volunteer has an opportunity to express and communicate on-line in many ways, and as an employer we do not wish to discourage an on-line presence. However, everyone needs to use good judgement on what material makes its way on-line.

This policy sets guidelines that employees 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

Personal Web sites

Digg

### **Responsibility**

All material presented on line is the responsibility of the poster. At no time should any posts be made in reference to Children, Parents or other professionals that employees may come in to contact with through work. At no time must any photographs or materials be published that identify the setting or Children and pictures of the staff/volunteers may only be used with the express permission of the staff members/volunteers concerned. Any member of staff/volunteer found to be posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the company or other employees/volunteers or posting/publishing photographs of the setting, children or staff/volunteers unless permission has been gained may face disciplinary action in line with the company disciplinary procedures.



### **Guidelines**

Employees / 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.

Even though you may think you are anonymous or use an alias you may be recognised. Maintain professionalism, honesty, and respect.

Could you be guilty of leaking information, discussing confidential information?

Further, if any employee/volunteer becomes aware of social networking activity that would be deemed distasteful, please contact your Manager /Chair of the Committee.

### **Company resources**

The use of Company computers, Internet access, email, social networking, etc is intended for the benefit of the organisation and service users and should be not be used for personal activity.

### **Company sensitive matters**

Any on-line communication regarding information such as employment issues and management decisions should not be discussed online.

This policy was adopted at a meeting of Broadhill Pre-School

Date to be reviewed By 27<sup>th</sup> January 2017

Signed on behalf of the provider \_\_\_\_\_

Name of signatory Kelly Harding

Role of signatory (Chairperson/Committee  
Member) Secretary