

**Flowerbank ECC**

**Social Networking Policy**

**Policy statement**

This social networking policy applies to our members of staff, students and volunteers and sets out guidelines that should be followed for all on-line communications. We also make parents and their families aware of this procedure through this policy and our parental agreement. Whilst social media, professional networking sites and personal web sites are all useful technologies, every employee needs to use good judgement about what makes its way on-line.

**Relevant technologies**

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

* Personal blogs
* Twitter
* Face book
* MySpace
* LinkedIn
* Instagram

**Procedures**

Staff, students and volunteers using social networking sites must:

* Maintain professionalism by **NOT** accepting parents/carers as ‘friends’ on social networking sites.
* Refrain from divulging any information about children and parents within the setting.
* Refrain from making comments that may be seen as detrimental to the reputation of the establishment.
* Ensure that photographs or materials published on social networking sites do not identify the establishment, its staff or children and their families.
* We ask parents at special events (Christmas, sports day etc...) for their permission for photographs to be taken by other parents, as it might also include their child, and if they were to put them on social network sites not to have, if possible, any other child or adult in the picture. Signed permission is also given on the enrolment forms.