



Marsh Gibbon Pre-School

Social Networking Policy and Procedure

Principles

Pre-school Staff, Committee and Parents are in a professional position and are jointly responsible for the welfare, Care and Education of the Children. Therefore they must not engage in activities on the internet that could affect the welfare of the children or bring Marsh Gibbon Pre-School into disrepute. Marsh Gibbon Pre-School has a high reputation to up keep and comments made on sites such as 'Facebook' could have an impact of how the Staff/Parents using the Pre-School view the Pre-School and all those involved.

Using Social Networking Sites including 'Facebook'

Let's not forget the purpose of social networking sites such as 'Facebook'. They are a great way to keep in touch with relatives and friends. They should not be used to discuss confidential information about the Pre-School, Children, Parent, Staff or anyone else associated with the Pre-School.

Under no circumstances should Staff, Parents or anyone else associated with the Pre-School make comments that could disclose any confidential information, cause harm to anyone's feelings or jeopardise the reputation of the Pre-School. Marsh Gibbon Preschool only use our Preschool Facebook page to advertise, give news and promote events.

Staff, Committee and Parents should always maintain a high level of respect of other people's feelings and their right to privacy.

- Staff, Committee and Parents must not post anything onto social networking sites that could be construed to have any detrimental impact on the Pre-Schools reputation.
- Staff, Committee and Parents must not post anything onto social networking sites that would offend anyone else associated to the Pre-School.
- If Staff choose to allow parents to view their own private page/profile on social networking sites then this relationship must remain professional at all times, and must not contain reference to the Pre-school. Ideally Parents should not join Staff's page/profiles. A justifiable connection between staff and parent must be available/given if asked by the Leader or Committee at all times.
- Staff who access other staff's Pages/Profiles should remain confidential and professional at all times. They must never discuss/post anything related to the Pre-School that will breach confidentiality, discuss Children, dishonour feelings or disrespect people's right to privacy.
- If any of the above are found to be happening then disciplinary action may be taken, which could result in dismissal. Committee members may be asked to step down from their Role if founded.

Policy Links to:

[Disciplinary policy and Procedure](#)

[Confidentiality Policy and Procedure](#)