1.7 Social Networking policy.

The internet provides a number of benefits in which Parkview Community Playgroup staff and committee members may wish to participate. However, when someone is identified with the playgroup they are expected to behave appropriately when on the internet.

The internet is a fast moving technology and it is impossible to cover all the circumstances that may occur.

The principles set out in this document should always be followed. If in any doubt, details should first be discussed with the supervisor.

The intention is not to stop staff or committee members from conducting legitimate activities on the internet, but to flag up those areas in which conflict can arise.

**Principles**

Staff/committee members are in a professional position and are responsible for the care and education of the children.

Therefore they must not engage in activities on the Internet which might bring the playgroup or its associated employees/committee members into disrepute.

Due to the open nature of networking sites it is possible for third parties (including parents) to access information.

**Procedures**

* Staff are not allowed to be Friends on open face book sites with current parents and carers.
* We have a closed face book page which is only for current parents. This is managed by a named member of staff/committee member. The parent’s access will be deleted at the end of each academic year. We have an open face book page which is managed by a named committee member and contains no images of the children. His is used of advertising and information for parents etc.
* It is not appropriate to share work related information whether pictorial or written on social networking sites
* Under no circumstances should comments be made about Parkview Community Playgroup on their personal pages.
* Staff and Committee should respect the privacy and the feelings of others.
* This could be deemed a disciplinary offence
* If a staff or Committee member believes something has been written which gives rise to concern within this, or any other policy this must be discussed with the Supervisor.
* See attached Appendix 1 for further details.