

## **Cranborne Pre-school Policy on the Personal Use by Staff/Committee of Social Networking and Other Third Party Websites**

### **Introduction**

The Internet provides a number of benefits in which Cranborne Pre-school staff and committee members may wish to participate. However, when someone is identified with Cranborne Pre-school or discusses their work, they are expected to behave appropriately when on the internet.

The Internet is a fast moving technology and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed. If in any doubt then details should be firstly discussed with the Pre-school Leader.

The intention of this note is not to stop staff from conducting legitimate activities on the internet, but serves to flag-up those areas in which conflicts can arise.

### **Principles**

Staff/Committee members of Cranborne Pre-school are in a professional position and are responsible for the care and education for Early Years children. Therefore they:

- Must not engage in activities on the internet which might bring Cranborne Pre-school or its associated employees/Committee members into disrepute.

### **Social Networking Sites**

Social networking sites provide a great way for people to maintain contact with friends. However, through the open nature of such sites, it is also possible for third parties (including Cranborne Pre-school parents) to access this information.

- Social Networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work-related information whether written or pictorial in this way. Please refer to our Confidentiality Policy.
- Under no circumstances should comments be made about Cranborne Pre-school staff, Committee members, parents or children who attend Pre-school on the internet. Staff members should respect the privacy and the feelings of others. This could be deemed a disciplinary offence.
- If a staff/Committee member believes something has been written which gives rise to concerns within this, or any other policy this must be discussed with the Pre-school Leader.

This Policy was adopted at a meeting of Cranborne Pre-school held on: June 2018

Signed on behalf of the Management Committee: *Karen Richardson (Treasurer)*

Date to be reviewed: June 2019

