



Social Media Policy

Little Me Pre-School recognises that social media has become a part of everyday life for many individuals and families, including both staff and parents. Social media allows for the free and easy exchange of information, opinions and images. This policy has been written to safeguard the families and staff involved with the Pre-School.

This social media policy applies to parents/carers, other family members, members of staff, work experience students and volunteers at Little Me Pre-School.

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

- Social networking sites e.g Facebook, Twitter, Instagram
- Blogs
- Discussion forums
- Collaborative online spaces
- Media sharing services e.g You Tube

Employees

- Employees must not discuss Pre-School (including colleagues, children, parents or the organisation) in conversations that take place on social media in any way that goes beyond giving out information which is already freely available on the Pre-School website
- People may publicly ask for opinions on Little Me Pre-School & others in the area, staff are advised not to engage in such discussions. If tone of online conversations are critical of staff members or the Pre-School then it must be reported to the manager for investigation. Do not be tempted to defend colleagues/pre-school or get involved in the discussion
- Employees must not create social media friendships with parents of children at Pre-School. This is so that the Manager can be confident that the correct professional relationships are being maintained between staff and parents. Exceptions are made for pre existing relationships before a child starts
- Employees must not place any images of preschool children onto social media

Volunteers/Work Experience Students

- Volunteers/work experience students may not have the same understanding/training of Safeguarding
- Some Guidelines:
 - Remember that nothing you put onto social media can be considered fully private, no matter how strong your privacy settings are
 - Do not discuss Pre-School in any way on social media
 - Do not attempt to establish any relationships with parents/carers of children at Pre-School on social media during the course of your volunteering/work experience. Exceptions are made for pre existing relationships
 - Do not take any photographs of Pre-school children on your own phone. If you are asked to take photographs of children then they must only be taken using devices belonging to pre-school

Parents/Carers

- We would like to request that parents/carers and their families adhere to some safeguarding guidelines:
 - Remember that nothing you put onto social media can be considered fully private, no matter how strong your privacy settings are
 - Please do not reveal the names of other children and their parents/carers who attend Pre-school, or anything else that could reveal their identities
 - If you have any negative opinions or concerns about any aspect of how Pre-school is run, do not discuss it on social media. Such concerns should always be reported to the Manager so that they can be investigated, discussed and resolved formally
 - If any opinions are discussed on social media which result in any detrimental effect on Preschool, its employees, its children or its parents/carers, then Pre-school will follow formal proceedings to investigate
 - Do not create any social media friendships with staff/volunteers at Pre-school – this is so that the Manager can be confident that the correct professional relationships are being maintained between staff and parents. Pre-school will make an exception to this rule if a parent has an existing relationship with an employee/volunteer before your child starts at Pre-school. This rule no longer applies once your child has left Pre-school
 - If you become aware of any conversation taking place on social media about Little Me Pre-school and the tone of that conversation is critical of individual staff members or of the organisation, then it must be reported to the Manager for investigation
 - Photographs they take at Pre-school's special events are for personal use only and should not be put onto any social media channel if they feature any children other than your own child

Conditions of Use of Little Me Pre-school Parents/Carers Facebook Group

The use of this group is for announcements/discussions such as:

- Sharing information about what children have been doing each day
- Encouraging support of fundraising activities
- Providing parents/carers who don't know each other, with a means of contacting each other without having to ask Pre-school to do it for them
- Sharing of useful information
- Reuniting lost property to the correct person