



Social Media Policy

This social media policy applies to members of staff, trustees, volunteers, students and parents at Fleckney Baptist Pre-School.

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

- Social networking sites such as Facebook, Snap Chat, Instagram
- Blogs and micro blogging such as Twitter
- Discussion forums
- Media sharing (You Tube)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that

- At no time should any posts be made in reference to the children, parents/carers, employees, trustees, volunteers or students at Fleckney Baptist Pre-school.
- At no time must any photographs or materials be published that identify the setting, children or staff members.
- Any member of staff, volunteer or student found posting remarks or comments that breach confidentiality and or are deemed to be of a detrimental nature to the pre-school or other employees may face disciplinary action.
- Any member of staff, volunteer or student posting/publishing photographs of the setting, children or staff unless permission has been gained may face disciplinary action.

Social Media:

Staff are advised to manage their personal settings to ensure that their information is only available to people they choose to share information with. Staff should not accept service users, children and parents/carers as 'friends' as this is a breach of expected professional conduct. If staff already know them in a personal capacity before their child starts at pre-school then this must be disclosed to the pre-school manager. Staff should avoid personal communication, including social networking sites, with the children and parents/carers with whom they act in a professional capacity. Staff should observe confidentiality and refrain from discussing any issues relating to work. Any member of staff breaching this policy may face disciplinary action.

The setting's Facebook page is a closed group and only open to staff members, trustees and parents and carers of pre-school children in the setting. It is only to be used for pre-school to post notices and information to parents and is not a platform for general discussion. Photos of children engaged in activities may be posted on the closed group but will not show full faces of children. In the case of special events, parental consent will be requested to post photos showing children's faces. The facebook page will be managed by the manager or those under supervision of the manager. Messenger may be used to engage with parents/carers.

This Policy was adopted at a meeting of the pre-school held on 23rd August 2024.

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23rd August 2025