

Social Networking Policy

The Playgroup realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality or safeguarding policies or offend anyone when using these sites.

The admin team on the Belton Playgroup Facebook page are able to reach out to parents and friends of the Playgroup to inform them about activities, fundraising and other events as well as sharing information pertinent to the Early Years sector. No children's photos or names will be shared on this page. **On occasion a child's parents may agree to their child's picture being on the Playgroup page of Facebook or Instagram to promote an event but written (or online) permission must be given.**

The following policy has been designed to give clear guidelines as to what is expected of all persons connected to the playgroup when accessing these sites. This includes our staff, committee members, parents, students and volunteers.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

When using social networking sites all persons connected to the playgroup should give due regard to the following:

Information published on your posts should comply with the playgroup's confidentiality policy. This also applies to comments posted on other blogs, forums and social networking sites.

Always be respectful to:

The Playgroup,

- **Other committee members**
- **Other staff members,**
- **Other parents and relatives,**
- **All children,**
- **Partners,**
- **Competitors,**

- All persons connected to the playgroup should be aware that any disrespectful comments to the above may be regarded as libellous.
- All persons connected to the playgroup are strictly reminded that social media activities must not interfere with work commitments.
- Remember at all times in or out of working hours you are an ambassador for Belton Playgroup.

Staff and students: Any breach of this policy will result in disciplinary action and may result in the termination of your contract.

Parents: Any breach of this policy will be taken seriously and may result in the withdrawal of your child's place at the Playgroup.

Committee Members: Any breach of this policy will be taken seriously and may result in you being asked to resign from your post on the committee.

Older children: Any breach of this policy will be taken seriously and may result in the withdrawal of your place at the Playgroup.

Your online presence, including actions captured through images, videos, posts, uploads or comments can reflect on the setting. Online postings and conversations may not be private.

You must be aware that what is posted may be in place for a long time and could be shared and forwarded on to others including parents, prospective parents, friends and other playgroups.

Do not reference, site, or identify any parents or children.

When taking photographs of children at social occasions connected to the playgroup it is the responsibility of the photographer to gain permission from the other child/ren's parent before posting on social media sites.

Respect Copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

Any person connected to the playgroup who becomes aware of social networking activity that would be deemed distasteful, should make the manager/chair of playgroup aware.

Where parents choose to share photos of their children through Social Media with the playgroup staff, photos must be printed for Learning Journeys then deleted from the computer.

This policy was adopted at a meeting of Belton Playgroup Association:

Held on: 26th April 2023

Signed on behalf of committee: 

Name and role of signatory: Emma Wood, Chair of committee

Review date: April 2024