



Social Networking Policy

Windsor Kindergarten Directors and team members and visiting students are all subject to this policy.

Introduction

The widespread availability and use of social networking applications bring opportunities to understand, engage and communicate in new and exciting ways. It is important that we are able to use these technologies and services effectively and flexibly. However, as Early Years' Practitioners it is vital to ensure that we balance this with our duty of confidentiality and safeguarding matters and the need to maintain our reputation.

These policy requirements aim to provide this balance to support technological innovations, whilst providing a framework of good practice.

Rationale

- Such contact can blur the professional boundaries between the member of the team and the family.
- Such contact can compromise confidentiality.
- Such contact can place both the family and the member of the team in a vulnerable position.
- Families and children at the kindergarten may struggle to differentiate between the roles of a team member and friend. They may therefore have expectations which the team member cannot fulfill. This would compromise the professional relationship between the member of the team and the family member.

Implementation

No member of the team, nor the Director is to use social networking forums to link up with current families of Windsor Kindergarten. Social networking applications include, but are not limited to: Blogs, Online discussion forums, Collaborative spaces, Media sharing services, 'Microblogging' applications. Examples include Twitter, Facebook, MSN, You Tube.

All Kindergarten team members should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to Copyright, data protection, and the Safeguarding Vulnerable Groups Act 2006 and other legislation. They must also operate in line with our Safeguarding and Confidentiality Policies.

Team members should always be mindful that they should not contact families outside the usual work context, unless this is for matters entirely unrelated to their relationship in the Kindergarten. For example, they are neighbours or there is a pre-existing friendship between them. Such relationships should be made known to the Manager at the outset by the member of the team and preclude that member of the



team being a key person to the children in that family. In this situation individual team members should ensure that they follow the Kindergarten's policies in regard to safeguarding and confidentiality.

Team members should be cautious when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images that could damage their professional reputation and/or bring the Kindergarten into disrepute. This includes not publishing Kindergarten matters or issues relating to the children or their families which remain confidential.

Team members are strongly advised to set their profile as 'private' and not allow access to any families and or carers.

This policy cannot cover every situation. At times the team will be required to exercise their professional judgment and if they are unsure about any situation should seek guidance and support from their Manager or the Director.

The Kindergarten has recently started operating an Instagram account, which contains a password and is only to be operated by the General Manager, Tanya Webber. The posts are mainly for promotional purposes and will contain NO facial images of the children.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

October 2017

Date to be reviewed -

October 2018

Name of signatory -

Tanya Webber