

Social networking procedure

At Braunston Preschool CIO we want to keep the parents, children and staff safe when using social media by:

- Making sure we gain parental consent for the use of social media and sharing photos of their children when they first start at the setting
- Only staff members are allowed to post on the setting's social media pages
- All comments will be monitored by staff to ensure nothing offensive is written. Anything that we consider to be unacceptable will be removed.
- All staff must be aware that no confidential information about the setting or the children is to be shared on social media. This includes any information in comments.
- Staff must not friend request parents of the children in the setting (unless the friendship was already made before the child started).
- We will ensure that there is no promoting of any forms of hate or discrimination, anywhere on social media.
- To report any concerns to the DSL, about what parents have been commenting or posting on social media.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Any communication between parents should be professional and done through the correct platforms and not through social media, an example of this would be speaking to the key person at the beginning or end of the day or ringing the setting phone.

All parents are also aware of our social networking policy and have been informed that they are not to post information about any child other than their own on social media. All of this is to ensure that the children are protected and their information is kept safe.