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Play • Learn • Grow

Social Media and Networking Policy

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

- Social networking sites (e.g. Facebook, WhatsApp, Bebo, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing Services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

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

No photographs taken within the Pre-school setting or at Pre-school special events and outings with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. (This excludes those photographs taken by staff for the children's online learning journal, which are sometimes used for display in the setting).

No public discussions are to be held or comments made on social media sites regarding the Pre-school children, staff or committee business (except appropriate use for marketing or fund raising events) that could be construed to have any impact on the Pre-school's reputation or that would offend any member of staff or parent using the Pre-school.

First Step Pre-school Ltd take the use of using social media within the setting boundaries very seriously, rules on social media so that staff fully understand what is expected of them.

- Staff should observe confidentiality by not discussing children, parents or other practitioners when using social media.
- Staff should not use any form of social media for personal use while at work, (staff are free to use their phones for social media use during lunch breaks).
- Staff should not accept parents as friends due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at Pre-school. Staff should avoid any personal communication, including on social networking sites, with parents with whom they act in a professional capacity.
- Staff observe confidentiality and refrain from discussing any issues relating to work.
- Staff must not share, tag post or copy any information from the provision's social media platform without prior permission from the Manager.

- When using social media staff should always consider how their social conduct may be perceived by others and how this could affect their professional reputation and that of the Pre-school.
- All new employees should be made aware of the social media policy during induction. The policy should be discussed at staff meetings and included during training about data protection, safeguarding and information governance.

This policy is linked to Use of Technology Policy rules about the use of smartphones/fitbits and the taking of photographs on site. Any official photographs taken by staff and posted online must have signed parental consent.

This policy was adopted at a meeting of	First Step Pre-school Committee	name of setting
Held on	29 th Sept 2021	(date)
Date to be reviewed	Sept 2022	(date)
Signed on behalf of the management committee	Signed copy available to view at pre-school	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	