



## Social Networking Policy

Dunscore Pre-school Centre recognises that the internet and social networking provides benefits for both staff, parents, carers and the pre-school itself. Everyone has the opportunity to communicate on-line in a variety of ways and we encourage an appropriate, positive on-line presence. This can be used to promote the centre, act as a way of communicating effectively with parents and getting feedback, as well as helping social interaction within the community. However, there can be issues relating to the use of social media, blog sites, etc. In particular relating to the good name of the centre and confidentiality. Everyone involved with the centre is required to use good judgement on the material which they make available on-line. In particular, to consider privacy, respect, safety of children, confidentiality and the feeling of others.

### Social Networking Procedures

The following procedures relate to ALL involved with the centre- employees, committee, parent and carers. It applies to the wide range of on-line technologies available including: Social Networking (eg facebook, chat roulette, myspace, bebo), Blogs (eg blogger, wordpress), Discussion Forums (eg Ming, Mumsnet), Collaborative Spaces (eg Wetpaint), Media and Photo sharing Services (eg You Tube, Photobox), Microblogging (eg Twitter), Profesional Networking Sites (eg Glow) and Personal Websites).

These procedures also apply to written material such as local newsletters, letters and articles in the press.

### Guidelines

Dunscore Pre-school Centre follows the Social Networking Guidelines from Dumfries & Galloway Council. In particular:

- Specific "school" social networking sites should only be set up with supervision from the manager / administrator, and where possible the visibility of information on the pre-school will be limited to those connected to the centre.
- Where possible visibility of social networking sites and parent's web pages will be limited to those connected with the centre. Passwords to the website and membership of social networking groups will be reviewed annually.
- All contributions must be accurate and measured
- Staff must be respectful to their colleagues and anyone else involved with the centre.
- The pre-school is entitled to expect that those involved in the running of the centre including staff and committee do not make public critical comments.
- Everyone must be aware that creating libellous claims on a personal site / page can make the author and potentially the pre-school centre liable.

Additionally, the centre encourages all involved to adhere to the following procedures.

- a. At no time are posts to be made which refer to DPSC, its staff, or committee which would portray it or them in a negative way.
- b. All must bear in mind that all information shared, even if on private spaces, is subject to copyright data protection, freedom of information, safeguarding vulnerable groups and a variety of other legislation.
- c. Any material posted on-line about the centre is the responsibility of the poster
- d. No information on the web is totally secure. Information which should not be made public should not be posted on-line. Even using an alias you may be identified. As we are a small community it is likely that posts will be seen by staff, parents and a wide variety of people involved with the centre.
- e. Professionalism, honesty and respect should be maintained, as well as ensuring good judgement is applied to all posts. All the implications of what is written must be considered.
- f. Staff must be respectful to their colleagues and ensure confidentiality by not discussing children or families at the centre. Staff must not make public any critical comments. Any grievances must follow the normal routes laid out in the grievance and whistle blowing policies.
- g. Comments on the pre-school web site are automatically e-mailed to the manager and administrator before posting; whilst posts on the Facebook page are checked by the administrator on a regular basis. Where possible the visibility of information will be limited to those connected to the centre. Further action will be taken if comments of an inappropriate or illegal nature are posted on pre-school pages.
- h. Any member of staff, student, volunteer or committee member found to be posting remarks or comments in breach of confidentiality and deemed to be of a detrimental nature may face disciplinary action in-line with the the pre-schools disciplinary procedures.

### The Use of Photographs

- Photographs of the centre must only be published with the permission of the manager.
- Photographs of other members of staff may only be posted with their express permission.
- Photographs of the children (other than your own) taken at the centre or on trips run by the pre-school may only be published with the express permission of their parents.
- Photographs published on the website will be password protected unless parents have given permission for specific photographs to be published.

### Inappropriate Comments or Cyberbullying

Guidance on the legal consequences of the inappropriate use of the internet by staff, committee, parents / carers or anyone else related to the centre is provided to all staff and committee members. See Appendix A.

Anyone becoming aware of any posts or activity both on-line or otherwise relating to Dunscore Pre-school Centre are asked to advise the manager or the chair.