



Established 1979  
Charity No: 1026005  
BAPTIST CHURCH HALL  
2 Dukes Avenue, Muswell Hill, London N10 2PT  
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## **Social networking policy**

### **Policy Statement**

Social media is a large part of the world we live in. As such, we need to make sure we protect our children by having procedures in place to ensure the safe use.

We use Facebook, X (formerly Twitter), Instagram, Tiktok and GMB (Google profile) to share posts, pictures and videos of the experiences and activities the children have accessed at the preschool, as well as to post updates, reminders, links to best practice or support services.

In order to safeguard children, we ensure:

- Individual children are not identifiable in the pictures.
- Only the designated person or management can post on our social media pages
- We request written permission to use any specific images or videos in which any child/ren may be identified.
- We monitor comments on all posts and address any concerns immediately

### **Staff use of social media**

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the preschool, preschool staff, parents or children.

When using social networking sites such as Facebook or Instagram we ask staff:

- Not to name the setting they work at
- Not to make comments relating to their work or post pictures in work uniform
- Not to send friend requests to or follow/ connect with existing parents on any social media platform
- Not to accept friend requests/ requests to follow/ connect from existing parents
- Not to send private messages to any parents or family members
- To direct any parent questions relating to work via social networking sites, to the manager
- To ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language)

- To report any concerning comments or questions from parents to the manager or designated safeguarding lead
- To follow the Staff behaviour policy
- Not to post anything that could be construed to have any impact on the preschool's reputation or relate to the preschool or any children attending the preschool in any way
- To follow this in conjunction with the Whistleblowing policy.

If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

All electronic communications between staff and parents should be professional and take place via the official preschool communication channels, e.g. work emails and phone numbers. This is to protect staff, children and parents.

### **Parents' and visitors' use of social networking**

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook, Instagram, Tiktok and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

We ask parents **not to**:

- Send friend requests to any member of preschool staff
- Accept friend requests or requests to follow/ connect from preschool staff
- Screen shot or share any posts or pictures from the preschool on social media platforms (these may contain other children in the pictures)
- Post any photographs to social media that have been supplied by the preschool with other children in them (e.g. Christmas concert photographs or photographs from an activity at preschool).

We ask parents to:

Report any concerns regarding inappropriate use of social media to the manager.