

## THE USE OF SOCIAL NETWORKING SITES

### Introduction

Social media has become a large part of the world we live in and as such at Wingate Childcare we need to make sure we protect our children by having procedures in place for safe use. We use a private Facebook page which parents are invited to and a communication system called, Family.

In order to safeguard our children, we will:

- Ensure all children in the photographs or posts have the correct permissions in place from their parent/ carer.
- 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 Childcare, Childcare staff, parents, or children.

When using social networking sites staff must adhere to the following:

- The name Wingate Childcare, Wingate Community Childcare School or Wingate Children's Centre must not appear in any communications on social networking sites.
- Not make comments relating to their work
- Not to add parents or to send private messages to any parents/family members
- Ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language)
- Report any concerning comments or questions from parents to the manager/safeguarding lead
- Follow the staff behaviour policy
- Not post anything that could be construed to have any impact on the Childcare reputation or relate to the childcare or any children attending in any way
- Discussions concerning children must never take place on social media.
- If communications with parents or relatives of children in your care take place through social media, staff must stop communication immediately and advise them that future communications must be within the setting. It is the employee's responsibility to make parents and family members aware of this 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.

### 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. 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 staff or screen shot/share any posts or pictures from the childcare on social media platforms, these may contain other children in the pictures. We also ask parents not to post any photographs to social media that have been supplied by the

Childcare with other children in them, e.g. Christmas concert photographs or photographs from a group activity. We do ask parents to share any concerns regarding inappropriate use of social media through the official procedures, please refer to the partnership with parents' policy, complaints procedures and grievance policy.

Reviewed by Hannah Hedley	Review date 15 <sup>th</sup> September 2022
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