



Social Media

May 2024

Elsworth Pre-School recognises that social media has become a part of everyday life for many individuals and families, including both staff and parents. Social media allows for the free and easy exchange of information, opinions, and images. This policy has been written to safeguard the families and staff involved with the Pre-School.

This social media policy applies to parents/carers, other family members, members of staff, work experience students, volunteers and committee members at Elsworth Pre-School. This policy includes (but is not limited to) the following technologies:

- Social networking sites e.g Facebook, Twitter, Instagram
- Blogs
- Discussion forums
- Collaborative online spaces
- Media sharing services e.g You Tube.

Employees

Employees must not discuss Pre-School (including colleagues, children, parents/carers, or the organisation) in conversations that take place on social media in any way that goes beyond giving out information which is already freely available on the Pre-School website.

People may publicly ask for opinions on Elsworth Pre-School and other pre-schools or nurseries in the area. Staff are advised not to engage in such discussions. If the tone of online conversations is critical of staff members or the Pre-School, then it must be reported to the manager or Committee Chair for investigation. Do not be tempted to defend colleagues/pre-school or get involved in the discussion.

Employees must not create social media friendships with parents/carers of children at Pre-School. This is so that the Manager can be confident that the correct professional relationships are being maintained between staff and parents. Exceptions are made for preexisting relationships before a child starts at the setting.

Employees must not place any images of preschool children onto social media.

Volunteers/Work Experience Students

Volunteers/work experience students may not have the same understanding/training of Safeguarding. Remember that nothing you put onto social media can be considered fully private, no matter how strong your privacy settings are.



Do not discuss Pre-School in any way on social media. Do not attempt to establish any relationships with parents/carers of children at Preschool on social media during your volunteering/work experience. Exceptions are made for preexisting relationships.

Do not take any photographs of Pre-school children on your own phone. If you are asked to take photographs of children, then they must only be taken using devices belonging to pre-school.

Parents/Carers

We request that parents/carers and their families adhere to safeguarding guidelines. Please remember that nothing you put onto social media can be considered fully private, no matter how strong your privacy settings are.

Please do not reveal the names of other children and their parents/carers who attend Pre-school, or anything else that could reveal their identities, unless explicitly agreed with the parent/carer at the time.

If you have any concerns about any aspect of how Pre-school is run, please do not discuss it on social media. Such concerns should always be reported to the Manager or Committee Chair by email or in person so that they can be investigated, discussed, and resolved formally. It is not appropriate to send messages to staff or committee members expressing these concerns via social media sites.

Please do not request any social media friendships with staff/volunteers at Pre-school. This is so that the Manager can be confident that the correct professional relationships are being maintained between staff and parents. Pre-school will make an exception to this rule if a parent has an existing relationship with an employee/volunteer before their child starts at Pre-school. This rule no longer applies once your child has left Pre-school.

If a parent/carer becomes aware of any conversation taking place on social media about the pre-school and the tone of that conversation is critical of individual staff members or of the organisation, then it must be reported to the Manager for investigation.

If any discussions are had on social media which result in a detrimental effect on Preschool, its staff, children, parents/carers, then the Pre-school may follow formal proceedings to investigate.

Photographs taken at pre-school's special events are for personal use only and should not be put onto any social media channel if they feature any children other than your own child.



Conditions of Use for Elsworth Pre-school Parents/Carers and Elsworth Pre-School Fundraising Facebook Groups

The use of these groups is for:

- Sharing information about what activities children have undertaken.
- Raising awareness and encouraging support of fundraising activities.
- Providing parents/carers with a means of contacting each other.
- Sharing useful information.

The content of both groups is controlled by the manager and committee.

Adopted on:	12 th June 2024
Adopted by:	Sophie Mills, Pre-School Interim Manager Hannah Holland, Chair of Trustees
Next Review Date:	12 th June 2024