



# Social Networking Policy

Policy on the personal use by staff and committee members of social networking and other third party websites.

## Introduction

The internet provides a number of benefits in which Oasis staff and committee members may wish to participate. However, when someone is identified with Oasis Childcare Centres or discusses their work, they are expected to behave appropriately when on the internet.

The internet is a fast moving technology and it is impossible to cover all circumstances. However, the principles set out in this policy should always be followed. If in any doubt then details should be discussed with the Senior Manager.

The intention of this policy is not to stop staff from conducting legitimate activities on the internet, but serves to flag-up those areas in which conflicts can arise.

## Principles

Staff and committee members at Oasis Childcare Centres are in a professional position and are responsible for the care and education for Early Years children. Therefore they:

- Must not engage in any activities which may harm the welfare of children or adults in connection with the setting
- Must not engage in activities on the internet which might bring the Oasis or its associated employees or committee members into disrepute.

## Social Networking Sites

Social networking sites provide a great way for people to maintain contact with friends. However, through the open nature of such sites, it is also possible for third parties (including Oasis parents) to access this information.

- Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, **it is not appropriate to share work related information** whether

written or pictorial in this way. Please refer to our Confidentiality Policy and E-Safety Policy.

- Under no circumstance should comments be made about Oasis, its staff, children or committee members on the internet. Staff members should respect the privacy and the feelings of others.
- If a staff member or Committee member knows a parent and has formed a friendship OUT OF WORK before starting at the setting, then this is acceptable. However, under NO circumstances should nursery business or work related issues be discussed via social networking sites. If a friend request has come to a staff member or committee member following the parent start date at the setting then the staff member should NOT ACCEPT this request. If in any doubt then details should be discussed with the Senior Manager before any action is taken.
- If a staff or committee member believes something has been written which gives rise to concerns within this, or any other, policy this must be discussed with the Senior Manager.

Failure to adhere to this policy may result in disciplinary action (please see Disciplinary Procedures).

Adopted by The Oasis Management Committee on: \_\_\_\_\_

Representative of Management Committee Signature: \_\_\_\_\_

Review Date: August 2019