



Humpty Dumpty Pre-School

The Scout Hut

Eastfield Lane

Ringwood

Hampshire

BH24 1UR

Registered Charity Number: 1027798

Ofsted Number: 109840

Member of the Pre-School Learning Alliance



Social Networking

This Social Networking Policy applies to all members of staff employed by Humpty Dumpty Pre-School (HDPS), students and volunteers. It should also be recognised that although HDPS is run by a parent-led committee, committee members should also use sound judgement when using the internet and consider the following guidance. Failure to do so may result in committee members being asked to leave the committee and the relevant bodies being informed.

HDPS recognises that social media, professional networking sites, rapid fire communications, blog sites and personal websites are all useful technologies. When a member of HDPS is identified with the pre-school or discusses their work, they are expected to behave appropriately when on the internet. Members of the pre-school must not engage in activities on the internet which could bring the setting or its associated employees into disrepute.

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. At no time should any posts be made in reference to current or former HDPS children or their families, carers or any other professional bodies that we may come into contact with through work. At no time should any photographs or materials be uploaded that identify the setting or children.

Sites to be aware of include:

- Social networking sites e.g. Facebook, Bebo and Myspace
- Micro-blogging services e.g. Twitter
- Video-sharing services e.g. YouTube
- Photo-sharing services e.g. Instagram, Flickr
- Discussion forums e.g. Mumsnet

Staff should not encourage parents as 'friends' on social networking sites. However if staff choose to allow parents to view their page on social networking sites, this relationship must remain professional at all times. Information shared through social networking applications, even though they are on private spaces, is still subject to copyright, data protection and Freedom of Information Act 2000, the Safeguarding Vulnerable Groups Act 2006 and other legislation. No information sent over the web is totally secure.

The aim of this policy is to ensure the following:

- Our duty to safeguard children is maintained
- The setting is not exposed to legal risk and we recognise our legal responsibilities
- The reputation of the setting is not adversely affected.
- Our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the setting (e.g. the HDPS website).

Any communications or content published that causes damage to the setting or any of its employees, children or families may amount to misconduct or gross misconduct.

Any staff member aware of any colleague not following the policy has a responsibility to report this behaviour. Failure to do so may result in disciplinary action in line with the pre-school's disciplinary procedures.

This policy was adopted at a meeting of:	Humpty Dumpty Pre-School
Held on:	23/11/16
Date to be reviewed:	23/11/17
Signed on behalf of the provider:	
Name of signatory:	Richard Watson
Role of signatory:	Management Committee Chair