



lintongrantaplaygroup

Pre-school and toddler group
Linton, Cambridgeshire

Title	Social Network and Blog
Code	LGPGSNBP
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Version	003
To be reviewed on	June 2020
Setting Details	Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

Introduction

The setting recognises that some employees may use the internet for personal purposes and may participate in social networking on sites such as Facebook. Employees must ensure they do not breach the law or disclose any confidential information about the setting, children or families.

This policy outlines the setting's approach to social networking and the use of blogs. It details the ground rules for employees, who should ensure that the content of their blogs/social networking sites does not bring the setting into disrepute or breach their obligations under the setting's Code of Conduct.

This policy applies to all setting employees, committee members, volunteers and students.

Definitions

The term 'blog' is short for 'web log'. A blog is an online diary detailing personal insights and experiences. This is shared with an online audience.

A Social Network Site is a website, which allows individuals to construct a public or semi-public online profile and to connect with others who share similar interest and views.

Ground Rules for Employees

Employees must not access personal blogs/social networking sites on work premises or use the setting internet systems or email address for their own use.

The setting does not condone employees writing about their work on social networking sites or web pages and asks them not to do so. If employees choose to do so, they are expected to follow the rules below.

Staff MUST NOT:

- Disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child, colleague or service user, which could be in breach of the Data Protection Act 2018.
- Disclose the name of the setting or allow it to be identified by any details at all. This includes posting photos of children and young people, the premises, or events with work colleagues.
- Link their own blogs/personal web pages to the setting's website
- Make defamatory remarks about the setting, colleagues or service users
- Misrepresent the setting by posting false or inaccurate statements

Communication between children and young people, by whatever method, should always take place within clear and explicit professional boundaries. Staff should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming.

Staff should not:

- Give their personal email details to children, young people, or parents who use the setting
- Send or accept friend requests on social networking sites from children, young people, or parents who use the setting.

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and/or criminal investigations.

Remember that anything posted online could end up in the public domain to be read by children, parents, or future employers – so be careful what you post and who you post it to. For example, posting explicit pictures of yourself could damage your reputation and that of your profession and organisation. Parents may question your suitability to care for children.

This policy was adopted at a meeting of Linton Granta Playgroup			
Held on			
Date to be reviewed			
Signed on behalf of the Management committee	First signatory	Second Signatory	Approved By
Name of signatory			
Role of signatory	Chair	Secretary	Policy Co-Ordinator