1.23 Social Network Sites

Policy statement

This social networking policy applies to our members of staff, Committee, Parents, students and volunteers at St Christopher's Playgroup and sets out guidelines that should be followed for use of Social Networking sites in relation to St. Christopher's Playgroup.

Whilst social media, professional networking sites and personal web sites are all useful technologies, we all still need to use good judgement about what the information we post online.

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Instagram, Snap Chat)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families when people are using the above technologies.

1. **We therefore require that:**
   - **1.1** Parents do not post for public viewing any photographs taken within the playgroup setting or at our special events/outings with the children, except those of their own children. During special events, such as the Christmas nativity, parents and carers are of course allowed to take photos and videos of their children as long as they are for their own personal use and are not posted on social media. Parents/carers sign a consent form agreeing to this on the registration form

1.2 No public discussions are to be held, or comments made on social media sites regarding the playgroup children, staff or committee business (except appropriate use for marketing fund raising events).

1.3 No public discussions are to be held or comments made on social media that could be construed to have any impact on the playgroup's reputation, or that would offend any member of staff or parent using the setting.

1.4 Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.

1.5 Staff should not accept children and parents as friends on their social media platforms due to it being a breach of expected professional conduct unless they already know them in a personal capacity before their child starts at St, Christopher's Playgroup. If this occurs then the member of staff should alert the Playgroup Manager to this.

1.6 Staff and committee members are allowed to be friends on social media platforms if both parties agree.

1.7 Staff should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity for the duration of the child's time at playgroup

1.8 In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.

1.9 Staff observe confidentiality and refrain from discussing any issues relating to work

1.10 Staff should not share information they would not want children, parents or colleagues to view.

1.11 Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality, bring St. Christopher's Playgroup into disrepute or that are deemed to be of a detrimental nature to the playgroup or other employees, may face disciplinary action in line with the playgroups disciplinary procedures.

1.12 Any member of staff, student or volunteer found to be posting/publishing photographs of the setting, children or staff, may face disciplinary action in line with the playgroups disciplinary procedures.

1.13 Any comment deemed to be inappropriate, or any concerns, are to be reported to the Chair and Manager and any action taken will be at their discretion.

1.14 Staff must not post anything on social network sites that could bring the playgroup into disrepute.

1.15 Staff must not post anything on social network sites that could offend any other member of staff or parents using the playgroup.

1.16 Each member of staff/management is responsible for the content of their emails, texts, facebook and twitter comments, and comments on any other social networking sites.

1.17 In the event of staff/management being party to any of the below, pending a full investigation disciplinary action may be taken.

- Bringing the name of the playgroup into disrepute
- Adverse publicity
- Actions that result in loss of faith in the playgroup
- Actions that result in the loss of faith in the integrity of any individual at the setting (this includes harassment, bullying and other inappropriate behaviour)

2. **General guidelines for using social media:**

2.2 Personal security settings should be managed to ensure that information is only available to people you choose to share information with.

2.3 Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.

2.4 Maintain professionalism, honesty and respect.

2.5 Apply a “good judgement” test for every social media post you make.

2.6 St. Christopher's Playgroup will treat 'electronic behaviour' as it would 'non-electronic behaviour'

3. **St Christopher’s Facebook Page**

3.1 St Christopher's Playgroup has a dedicated Facebook page. This is a communication tool for the setting. We will use it to

- Promote certain events such as parent consultations, trips, social events etc
- Update parents on playgroup activities
- Show activities that the children have enjoyed
- Give hints and tips for activities for the children and home learning ideas
- To give news
- To show photos of activities, trips or special events.

- No photographs of the children will be displayed on our Facebook page

3.2 The designated administrators of this page are;

Karen Cookes - Manager and Karen Nichol - Deputy

3.3 The administrators will update the page on a regular basis and reserves the right to remove any comments at any time.

3.4 Postings will be removed if they:

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

3.5 Parents are not to contact staff about important playgroup matters through this Facebook page. This must be done in person or on the playgroup mobile or email.

This policy was adopted at a meeting of	St Christopher's Playgroup	name of setting
Held on	September 2026	(date)
Date to be reviewed	September 2026	(date)
Signed on behalf of the management committee	KJCookes	
Name of signatory	Karen Cookes	
Role of signatory (chair)	Manager	