

## Social Networking

EYFS: 3.1-3.8

Social media is a large part of the world we live in and as such at **Fun Fest** we need to make sure we protect our children by having procedures in place to ensure the safe use.

We use **\*Facebook/\*Twitter/\*Instagram** to share posts/pictures of the experiences / activities the children have accessed at Club, as well as to post updates/reminders and links to best practice.

In order to safeguard children we ensure:

- We have prior written permission in place from parents / carers before posting any images of children
- Do not allow others to post on our social media pages, i.e. only management can post on the page
- We have a closed page which only parents / family / carers who have been invited to join the group can view and comment on the posts
- **\* Have separate permission to use any images for any open public pages that we use for marketing purposes**
- We monitor comments on all posts and address any concerns immediately.

### Staff use of social media

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the Club, Club staff, parents or children.

- When using social networking sites such as Facebook or Instagram we ask staff:
  - Not to name the setting they work at
  - Not to make comments relating to their work or post pictures in work uniform
  - Not to send private messages to any parent's/family members
  - Direct any parent questions relating to work via social networking sites, to the manager
  - Ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language)
  - Report any concerning comments or questions from parents to the manager/safeguarding lead
  - Follow the staff behaviour policy
  - Not post anything that could be construed to have any impact on the Club's reputation or relate to the Club or any children attending the Club in any way
  - To follow this in conjunction with the whistle blowing policy.
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

