

SOCIAL MEDIA/ ICT POLICY

STATEMENT OF INTENT

At Primrose Hill we respect the privacy of children and their families, staff and volunteers. All information relating to children and their families, staff and volunteers will be treated in a strictly confidential manner.

PROCEDURES

-A social media site e.g. Facebook, service website or twitter is used for sharing information relating to the childcare service. This will include photographs, videos/media packages, childcare related news posts, child activity updates e.g. sample plans and sample learning stories, fundraising and local childcare initiatives.

-The social media site will be used as an extension of the early childhood services form of communication and will not be used for personal communication for staff, committee or parents.

-A strict yearly review process will take place before the start of each pre-school year to remove all out of date images, videos or media packages involving children who have not attended the early childhood service for 1 year.

-Administration:

The social media site is set up with a maximum of 2 administrators to approve and monitor activity on the social media site.

All posts are verified in advance of being placed on the social media site.

Any inappropriate posts will be removed from the social media site and the user will be reported and blocked from the site.

-Communication:

The social media site is a tool used for updates and sharing relevant information with parents, but will be used as a substitute for methods in present use.

The social media site is an extension of the early childhood services form of communication; it is not used for personal communication for staff, committee or parents.



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-Images, videos/media packages:

Images of individual or groups of children are not uploaded to the site without prior permission.

All images or videos will only be kept on the site for a maximum of 2 years; a review will be completed each year to remove old images or videos past the expiry date.