



## **Triangle Pre-School**

Wesley Methodist Church Hall, Fromond Road, Winchester, Hampshire, SO22 6EG

Telephone 01962 880988

Registered Charity Number: 1033953

### **Social Networking Policy**

Triangle Pre-school has a good reputation to maintain and comments made on Facebook or other social networking sites could have an impact on how parents using the Pre-School view staff.

1. Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the pre-school's reputation.
2. Staff must not post anything onto social networking sites that would offend any other member of staff or parent.
3. If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times.
4. We expect parents not to disclose any information on social networking sites that could breach the Pre School's confidentiality policy.
5. We expect parents and staff to respect the Triangle Pre School Facebook group and not post anything on it that could cause offense to others. Any such posts or comments will be removed by the Administrators immediately and the person responsible could be blocked from the group.

If any of the above points are found to be happening then the member of staff involved will face disciplinary action which could result in dismissal.

**This policy was adopted at a meeting of Triangle Pre School held on: 20<sup>th</sup> October 2023**

**Date to be reviewed: October 2024**

**Signed on behalf of the Management committee:** .....

**Name of Signatory:** .....Ruth Clements.....

**Role of Signatory:** .....Chair person.....