



## Safeguarding and Welfare Requirement: Child Protection

### 1.8 Membership of social Networks

#### Policy Statement

This social Networking policy applies to all staff members employed by Natural Learners Limited (Rushmore House Montessori and Orpington Montessori Pre-School) volunteers and students.

Social media, professional networking sites and personal websites are all useful technologies. We realise that every employee has an opportunity to express and communicate on-line in many ways and Natural Learners Limited does not wish to discourage an on-line presence.

This policy will set guidelines that employees should follow for all on-line communications in reference to Rushmore House Montessori and Orpington Montessori Pre-Schools. This policy includes (but is not limited to) Twitter, Facebook, MySpace, Digg, snapchat and other Personal web sites

#### Responsibility

Any material presented on line in reference to Rushmore House Montessori and Orpington Montessori Pre-Schools by any employee is the responsibility of the poster. At no times should any posts be made reference to children, parents/carers or other professionals that employees may come contact with through work. At no time must any photograph or materials be published that identify the setting or children.

Any member of staff, volunteer or student found to be posting remarks or comments that breach confidentiality and or deemed to be of a detrimental nature to the setting or other employees or posting/publishing photograph of the setting, children or staff may face disciplinary action in line with the Natural Learners Limited disciplinary procedures.

Information sent over the web is not totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site. Even though you may think you are anonymous or use an alias you may be recognised. Maintain professionalism, honesty and respect at all times.



# Orpington Montessori Preschool



If any employee, volunteer or student becomes aware of social networking activity that would be deemed distasteful, please contact the Manager immediately.

Any on-line communication regarding proprietary information such as strategic decisions, reduction in working hours etc for uncoordinated public exchange is forbidden.

Name: .....

Signed:..... Date:

**This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.**

**On behalf of Orpington Montessori – Cima Shahroudi**

**Role – Group Manager**

**Date of Review: October/November 2019 or earlier if required.**