

Social Networking Policy

It is important that proper practice is followed when using the internet including social networking sites such as Facebook and Twitter This is to protect the children, parents and staff in “Little eco steps” out of school club.

The guidelines include but are not limited to:

- Staff must not publicly mention any of the children from “Little eco steps” on their online profiles.
- Staff must avoid writing indirect suggestive comments about “Little eco steps” on their social networking sites e.g. “I’ve had a bad day at work”.
- Staff must not publish photos of the children on their online profiles.
- Staff must not publicly write anything negative or inappropriate about other staff members on their social networking sites.
- Staff must not use their mobile phones to take photos or go on social networking sites whilst at work.
- Staff must not mention the Schools inappropriately on their profiles.
- Staff should consider the reputation of “Little eco steps” when posting a status, particularly prior to going to work. Remember we are caring for children.
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents or carers that use “Little eco steps” Hours unless they know them in a personal capacity.

Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy.

Please be aware that serious breach of Social Networking policy could result in disciplinary action.

Parents

We respectfully ask that if parents have any questions or queries regarding Little eco steps that they contact staff at Little eco steps directly, rather than posting on Social Media.

Management

Little eco steps Media pages will not display photographs of children without prior, written parent consent. The aim of these pages is to share with you the activities your child have or will be enjoying at Little eco steps.

