



1.7 Social Networking Policy

Policy Statement

Little Gillies realises that social media and social networking sites have become a regular part of everyday life and that many people enjoy memberships of sites such as Facebook, Instagram, YouTube, Twitter and Snapchat as well as enjoying using personal blogs. However, we are also aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality Policy, harm our reputation or offend anyone when using these services.

This policy includes, but is not limited to, the following social network platforms:

- Personal blogs
- Message Boards
- Facebook
- Instagram
- YouTube
- Twitter
- Snapchat
- Pinterest
- TikTok

General Information

Social media, professional networking sites and personal web sites are all useful tools. Every employee, student, board member and volunteer have a right to express and communicate online in many ways and the board members of Little Gillies do not wish to discourage an online presence. However, Little Gillies does not encourage their employees, students, board members and volunteers to write about their work in any way and strongly request that they do not.

Above all else, everyone needs to exercise good judgement on what materials make their way online and ensure that they maintain professionalism, honesty, and respect for others.

The following has been designed to give staff clear guidelines as to what Little Gillies expects of them when accessing these sites. The absence or lack of



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specific reference to a website or service does not limit the extent of the application of this policy. Where no guidelines exist within this policy, staff must use their own professional judgment and take the most prudent action possible. If they are uncertain how to react or behave, they must consult with Management.

The following is guidance that Little Gillies recommends when using social media or social networking sites. This guidance is applicable to employees, board members, students, and volunteers.

Little Gillies strongly recommends changing your privacy settings to 'Friends only' to protect you and reviewing your friend list regularly.

Little Gillies understands that we are situated in a small town with both local families and local staff. We acknowledge the fact that many staff members may have pre-existing relationships with families before they begin to attend the settings. Therefore, personal judgment and caution should be exercised as these relationships develop into professional relationships.

If a parent messages or contacts a staff member on social media, staff are required that they either:

1. Do not reply, inform the management the next working day and remind the Parent via workplace that this is not an appropriate method of contact.
2. Reply- only if a prior relationship before exists- stating, "I am sorry, but I cannot discuss work with you through social media, please feel free to contact Little Gillies at manager@littlegillies.co.uk

Any further communication regarding the child, the setting or similar is open to disciplinary action.

There should be no mention of Little Gillies on your personal social media; the setting should never be discussed with anyone on social media, especially parents. No names, photographs or media that could identify us should be posted on social media. Staff should not be photographed in any uniform.

Employees, students, board members and volunteers need to be aware that anyone that accesses their page and finds material offensive may contact the



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setting and make a complaint. If it undermines trust and confidence between employer and employee, disciplinary action may be taken, and termination of your contract may apply.

At all times, both in and out of the setting - Staff members, volunteers, board members and students are all expected to act as an ambassador for Little Gillies.

Any member of staff, student, board member or volunteer found to be posting remarks or comments that breach confidentiality and/or are deemed to be of a detrimental nature, and/or posting/publishing photographs of Little Gillies or their employees, Parents/Carers, children, or relatives, will face disciplinary action in line with our disciplinary procedures and their Contract of employment may be terminated. Students, volunteers, and board members will be asked to leave immediately.

Good Judgements

Little Gillies asks its employees, students, volunteers, and board members to ask themselves the following questions each time they post on social media to exercise good judgment.

- Could you be found guilty of breaching privacy?
- Could you be guilty of leaking information?
- Could you be guilty of discussing confidential information?
- Is the post negative commentary regarding the setting or its employees or families?

It is also down to these individuals to highlight and report to management any inappropriate breaches of this policy regarding behaviour or posts on social media as per our whistle blowing policy.

Little Gillies Facebook Page

Little Gillies has a Facebook page which will be used to promote our services and share developments, information, or exciting news.

Permission is given/not given on registration forms for children's photographs to be posted or not posted on social media such as this page. **THIS MUST BE FOLLOWED AT ALL TIMES.**



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Confidentiality will apply on all posts; no family names are used and the staff code of conduct still applies to staff interaction with the page.

Only assigned Admin are able to post on the Facebook page.

Protecting yourself

There are many ways to protect yourself online and limit the possibility of your information being used inappropriately.

- Ensure your security settings are set appropriately, so no one unwanted can access information you do not wish them to.
- Always log out of your social media after using it to avoid others hacking into it.
- Add tag review to posts and photos so that you can assess how appropriate they are before they become public.
- Remember that anything put onto the internet, particularly social media is never totally secure, so if you wish for it to remain private- consider not posting or sending it.

Other relevant policies

- Confidentiality
- Safeguarding
- Whistle blowing
- E -safety
- Staff code of conduct
- Employee disciplinary procedures

All policies and procedures are implemented, reviewed, and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little gillies

Held on.....



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Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023