

Twilight Hours Out of School Club

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 Twilight Hours.

Staff

Staff members are allowed to use any social networking site as long as they follow these guidelines regarding the impact social networking has on Twilight Hours. Failure to comply with some guidelines may be an invasion of privacy and may infringe our Confidentiality Policy. These are also to guard your personal reputation and that of Twilight.

The guidelines include but are not limited to:

- Staff must not publicly mention any of the children from Twilight on their online profiles.
- Staff must avoid writing indirect suggestive comments about Twilight 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 Twilight 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 Twilight 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 the Social Networking policy could result in disciplinary action

Parents

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

Management

Twilights Social Media pages will not display photographs of children without prior, written parental consent.

The aim of these pages is to share with you the activities your child have or will be enjoying at Twilight.

This policy was adopted by: Twilight Hours ASC	Date:	Policy No: SNP 002
To be reviewed:	Signed:	
Policy Name: Social Networking Policy	Signed:	