

TAVISTOCK PRESCHOOL GROUP

BROADACRES, FLEET.
HAMPSHIRE GU51 4EB
TEL: 01252 616902
REGISTERED CHARITY NUMBER 1050163
www.tavistock-preschool.co.uk
MANAGER - PAULA PHILLIPS. (BA. EYPS.)

Tavistock Pre-School Policy on the Personal Use by Staff/Committee of Social Networking and Other Third Party Websites

Introduction

The Internet provides a number of benefits in which Tavistock Pre-school staff and Committee members may wish to participate. However, when someone is identified with Tavistock Pre-school or discusses their work, they are expected to behave appropriately when on the Internet.

The Internet is a fast moving technology and it is impossible to cover all circumstances. However, the principles set out in this document should always be followed. If in any doubt then details should be firstly discussed with the Manager.

The intention of this note is not to stop staff from conducting legitimate activities on the Internet, but serves to flag-up those areas in which conflicts can arise.

Principles

Staff/Committee members at Tavistock Pre-school are in a professional position and are responsible for the care and education for Early Years children. Therefore they:

- Must not engage in activities on the Internet which might bring Tavistock Pre-school or its associated employees/Committee members into disrepute.

Social Networking Sites

Social networking sites provide a great way for people to maintain contact with friends. However, through the open nature of such sites, it is also possible for third parties (including Tavistock Pre-school parents) to access this information.

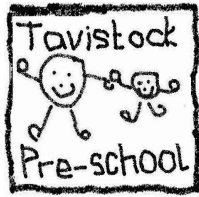
- Social networking sites allow photographs, videos and comments to be shared with thousands of other users. However, it is not appropriate to share work-related information whether written or pictorial in this way. Please refer to our Confidentiality Policy.
- Under no circumstance should comments be made about Tavistock Pre-school staff/Committee members on the Internet. Staff members should respect the privacy and the feelings of others. This could be deemed a disciplinary offence.
- If a staff/Committee member believes something has been written which gives rise to concerns within this, or any other, policy this must be discussed with the Pre-school Manager.

This Policy was adopted at a meeting of TAVISTOCK PRE-SCHOOL held on:

Signed by Manager of Pre-School:

Signed on behalf of the Management Committee:

Role of Signatory:



TAVISTOCK PRESCHOOL GROUP

BROADACRES, FLEET.

HAMPSHIRE GU51 4EB

TEL: 01252 616902

REGISTERED CHARITY NUMBER 1050163

www.tavistock-preschool.co.uk

MANAGER - PAULA PHILLIPS. (BA. EYPS.)

This Policy was reviewed on