

Social Networking Policy V.2

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Policy

Title: **Social Networking Policy**

From: **Early Years Centre**

Date: reviewed 17th May 2016

The internet provides a number of benefits in which Southampton University Early Years Centre staff may wish to participate. However when someone is identified with the Centre or discusses their work they are expected to behave appropriately when on the internet.

At the Early Years Centre we understand the internet is a fast moving technology and is impossible to cover all circumstances. However, the principles set out in the document should always be followed. If in any doubt their details should be discussed with the Manager.

This policy is not to stop staff from conducting legitimate activities on the internet, but to serve to flag-up those areas in which conflicts can arise.

Staff at the EY Centre are in a professional position and are responsible for the care and education of children. Therefore they

- Must not engage in any activities which may harm the welfare of the children or adults in connection with the setting.
- Must not engage in activities on the internet which might bring the EY Centre or other employees into disrepute.

Social Networking Sites

Social networking sites provide a great way for people to maintain contact with friends. It also allows photographs, videos and comments to be shared with thousands of others users, including third parties, such as the Early Years Centre to access this information.

- Under no circumstances should comments be made about the EY Centre, its staff or children on the internet. Staff members should respect the privacy and feelings of others. Failure to do this will result in a disciplinary.
- It is not appropriate to post anything onto social networking sites such as 'facebook' that could be construed to have any impact on the Centre's reputation or in fact on any single member of staff.
- It is advisable that staff set their profiles as 'private' so that only friends are able to see their information.
- If a staff member chooses to allow parents to view their page on the social networking sites, then this relationship must remain professional at all times.
- Where staff use social media for personal purposes at work (during lunch breaks) this should be done in line with current University IT guidelines and with guidance from the Centre Manager.