



## Safeguarding and Welfare Requirement: Child Protection

### 1.8 Membership of social Networks

#### Policy Statement

This social Networking policy applies to all staff members employed by Natural Learners Limited (Rushmore House Montessori and Orpington Montessori Pre-School), volunteers and students.

Social media, professional networking sites and personal websites are all useful technologies. We realise that every employee has an opportunity to express and communicate on-line in many ways and Natural Learners Limited does not wish to discourage an on-line presence.

This policy will set guidelines that employees should follow for all online communications in reference to Rushmore House Montessori and Orpington Montessori Pre-Schools. This policy includes (but is not limited to) Twitter, Facebook, MySpace, Digg, Snapchat and other personal websites

#### Responsibility

Any material presented on line in reference to Rushmore House Montessori and Orpington Montessori Pre-Schools by any employee is the responsibility of the poster. At no times should any posts be made reference to children, parents/carers or other professionals that employees may come contact with through work. At no time must any photograph or materials be published that identify the setting or children.

Any member of staff, volunteer or student found to be posting remarks or comments that breach confidentiality and or deemed to be of a detrimental nature to the setting or other employees or posting/publishing photograph of the setting, children or staff may face disciplinary action in line with the Natural Learners Limited disciplinary procedures.

Information sent over the web is not totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site. Even though you may think you are anonymous or use an alias you may be recognised. Maintain professionalism, honesty and respect at all times.



# Rushmore House Montessori



If any employee, volunteer or student becomes aware of social networking activity that would be deemed distasteful, please contact the Manager immediately.

Any online communication regarding proprietary information such as strategic decisions, reduction in working hours etc for uncoordinated public exchange is forbidden.

This document is signed by each member of staff each year.

Name: .....

Signed:..... Date:

**This policy was updated at a staff meeting of Rushmore House Montessori Preschool in February 2020.**

**Agreed on behalf of Rushmore House Montessori – Cima Shahroudi**

**Role – Group Manager**

**Date of next Review: February 2021 or earlier if required.**