



**Standard Operating Procedure
DCYP MOD Schools Early Years Settings
Standard Operating Procedure (SOP): Social Networking.**

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Review annually or if any changes are made to support practice.

Scope

- This SOP applies to all staff and parents associated with Treetops setting and applies to and includes information transmitted by social media accounts.
- The intention of this Sop is not to stop staff or parents conducting legitimate activities on the internet, but serves to flag up the areas in which conflicts can arise.
- Staff in breach of this policy will amount to misconduct which will lead to disciplinary action. In the event that a parent is in breach of this policy, DCS reserve the right to withdraw their child's place at Treetops.
- Social networking provides a number of benefits in which staff members may wish to participate. However, when someone is identified or associates themselves with Treetops or discusses their work, they are expected to behave appropriately whilst using social networking sites.

Procedures

Staff

- All staff should be mindful of their professional role, responsibilities and legal obligation in the safe transition of private communications. Incorrect, improper or ill-judged statements or actions can in fact rise to legal claims for discrimination, harassment, defamation, malicious falsehood, breach of confidence, copyright, invasion of privacy and breach of contract. This can cause distress to the families whose children attend the setting and therefore have a detrimental effect on Treetops. Therefore, all staff:
 1. Must not engage in activities which may harm the welfare of children or adults in connection with Treetops.
 2. Must not engage in activities on social networking sites which may bring DCS, Treetops and associated staff into disrepute.

Social Networking Sites



- Social Networking sites are an effective media for people to maintain contact with family and friends. However, through the open nature of such sites, it is also possible for third parties to access information.
- It is not appropriate to share work-related photographs, videos or comments on social networking sites. (See confidentiality SOP)
- Any member of staff who create their own social networking profile are to:
 1. Ensure that they are not identifiable in their capacity as a member of staff working for DCS and Treetops, including their job title, work email address or any details relating to their work.
 2. Not refer to any activities or interests of Treetops.
 3. Not make any reference to former or present staff, parents or children.
 4. No photographs of the setting, children, parents or staff to be placed on social networking sites without parent permissions and only then for specified reasons e.g. DCS page.
 5. No insulting, derogatory or malicious statement to be made about individuals or the setting are to be posted to social networking sites.
 6. Not share confidential information regarding the setting, children, parents or staff,

Under no circumstances should comments be made about the setting, its staff or children on the internet. Staff and parents should respect the privacy and feelings of others.

If a member of staff or parent believes that something has been written which gives rise to concern, they must discuss the matter with the Setting Manager or Deputy Manager in her absence.

All staff sign this policy in agreement and understand of the procedures and understand that disciplinary action may be taken if the policy is broken.