



## Social Networking Policy

It is important that staff ensure proper practice when using the internet including social networking sites such as Facebook and Twitter. This is to protect the children, parents and other staff in Fire Tech Camp. It is also to guard your personal reputation and that of Fire Tech Camp.

Staff members are allowed to use any social networking site as long as they follow these guidelines regarding the impact social networking has on Fire Tech Camp. Failure to comply with some guidelines may be an invasion of privacy and may infringe Confidentiality Policy.

The guidelines include but are not limited to:

- Staff must not publicly mention any of the children from Fire Tech Camp on their online profiles.
- Staff must avoid writing indirect suggestive comments about Fire Tech Camp 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 Fire Tech Camp inappropriately on their profiles.
- Staff should consider the reputation of Fire Tech Camp 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 Fire Tech Camp 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