

## Thorpe Willoughby Childcare Centre



### Use of Social Networking Sites

As an employee of Thorpe Willoughby Childcare Centre, you must adhere to the following restrictions when using social networking sites:

- Staff must NOT mention the staff, parents or children during discussions on any social networking sites.
- Staff must NOT use social networking sites during working hours.
- If any staff members have parents as friends, then there should be NO discussions of the setting, staff or their child/children.
- If parents have any questions / concerns regarding their child, setting or staff then this should be discussed in a professional manner with management at the setting

If / when your employment at Thorpe Willoughby Childcare Centre commences, then you must continue to follow restrictions such as:

Discussing the setting, staff, parents or children on any social networking sites.

If any staff member does not adhere to this policy, then disciplinary action will be taken.

This could lead to instant dismissal depending on the restrictions you have breached, otherwise it will be as detailed in the disciplinary policy.

<b>LAST UPDATED / REVIEWED ON:</b>	<b>SIGNATURE</b>
Policy Created: 16-06-20	Tracy Maddison Acting Manager 30.06.2020
Reviewed 22-04-21	Tracy Maddison Centre Manager 22-04-21
<b>Review date 22-04-22</b>	<b>Tracy Maddison Manager 28.04.22</b>
<b>Review date 28.04.23</b>	<b>Tracy Maddison Manager 02.05.23</b>
<b>Review date 02.05.24</b>	