



**Alexandra Park**  
Children's Learning Community  
*a personal learning journey together*



## **Social networking policy**

At Alexandra Park Children's Learning Community, we understand that many of our staff members use social networking sites. We also use networking sites for advertising, reaching out to parents/carers and other organisations of interest. We have a high reputation to upkeep and comments made on such sites could have an impact on how parents using our provision view our centre or staff.

## **Procedure**

- Staff must not post anything onto social networking sites that could be constructed to have any impact on the centre's reputation. As a community we understand the importance of our digital reputation and our community and will regularly check our digital footprint.
- Staff must not post anything onto social networking sites that could offend any other members of staff or parents using our provision.
- If staff choose to allow parents to view their pages/posts on social networking sites then this relationship must remain professional at all times.
- If any of the above points are found to be happening then the members of staff involved will face disciplinary action which could result in dismissal.
- This policy is written in line with our mobile phone policy and confidentiality policy.

Date - August 2021

Signed Manager –

Review – August 2022

Signed Director –