

Social Networking and Media Use

POLICY STATEMENT

Our service will ensure that children, educators and families are not compromised on any form of social networking or related website but that social media and associated technology is used to enhance our service and provide opportunities to the children to assist in their learning, development and entertainment.

PROCEDURE

- This policy relates to accessing and using social networking platforms and applications on any device such as desktop computers, mobile phones and tablets.
- Children will not be permitted to use their own devices in the service unless permission has been gained from staff prior and it is for a specific purpose.
- Families will be requested to sign a social media and privacy agreement regarding the use of their child's image (still or motion) by the service. If a parent has not signed an agreement the service will act as if they do not wish images of their child to be used by the service.
- When a family has given permission for their child's image to be used by the service, the child shall have the final say as to whether they wish any particular image to be used. Children can also decide they do not wish any image to be used, even if permission has already been given by a parent. In all instances the child's permission shall be sought prior to the use of any image and they shall be informed it is perfectly reasonable to say 'No'.
- Use of devices by students on placement or volunteers requires prior service approval. The use of images of children at the service by students requires the approval of the relevant child's guardian. Images can only be used for assessment purposes.
- Only an authorised staff member or member of management can add or amend information on the service's social media sites without seeking prior approval. The authorised staff member or management person can also provide permission to other staff to add or amend information on the service's social media sites where necessary.
- Social networking websites should not be accessed while at work unless with the express permission of management.
- Staff who can access a social networking site via their mobile phones are not to do so during their shifts at the service and are not to use their camera or video phones to take photos/pictures while at the service unless approval has been granted by a supervisor.
- Unless by prior approval from management/Nominated Supervisor, no information about what happens at the service should be posted on a social networking website, nor should any photos taken at the service or on an excursion be put on a social networking forum. If a staff member puts photos of a child or children enrolled at the service on a social networking website, families will immediately be contacted and the staff member asked to remove it immediately. If necessary, the social networking website will be contacted to delete the photos. The staff member will face an inquiry into their actions and possibly face termination of employment.
- Please be aware that social networking websites are not a private means of communication but can be accessed by the public, therefore, it is important not to share private information about service families or other staff on social networking websites. A staff member doing so will face an inquiry into the situation by management and any involved party and depending on the severity of the situation may face possible termination of employment.
- Should harassment of any kind take place on a social networking site, such as, but not limited to, sexual or verbal harassment, staff will face an inquiry into their actions and depending on the severity of the situation may face possible termination of employment.
- Should a family member related to the service harass a staff member via a social networking website, management will conduct an inquiry into their actions and depending on the severity of the situation face possible termination of their child's place at the service.

- This policy also complies with state and national laws regarding social networking websites. Should a staff member break the law on a social networking website, such as, but not limited to, defamation, the service will contact the police and other relevant authorities.
- The service should review which photographs and images exist on the services social media sites every 2 years. Image of children that are more than 2 years old should be considered for removal.

CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service Policies	Other Documentation/ Evidence
S168 R181, 183, 184	Standards 4.2, 6.2 Elements 4.2.1, 4.2.2, 6.2.3	- Communication with Families, Confidentiality, Governance and Management, Staffing Policies.	- My Time Our Place - Parent Handbook - Staff Handbook

ENDORSEMENT BY THE SERVICE:

<p>Approval Date: April 2019</p> <p>Date for Review: April 2022</p>
