The Children's Workshop

Social Media policy for Parents & Carers

The Children's Workshop recognises that social media has become part of our everyday lives. We have decided to set up open Facebook and Instagram pages which will promote our Pre-school. They will also be used as a platform to inform parents and others of the wonderful activities and experiences we provide for our children. The safeguarding of our children will remain absolutely paramount and at no time will any photos of the children or staff be posted on social media.

This Policy has been written in conjunction with our Safeguarding Policy, Social Media Policy for Staff and E-Safety Policy.

The purpose of our social media accounts is to:-

- Promote the ethos of the Children's Workshop.
- To show parents and prospective parents what we do and to share the wonderful learning environment that we provide.
- To provide information on activities and experiences that we provide for the children.
- To provide useful information on child development and top tips for parents.
- We will have two named administrators - Mrs Sarah Abrahams and Mrs Jacky Brown, who will carefully monitor and check all posts ensuring that we fully comply with our Safeguarding and Data Protection and Confidentiality policies.

We will not:-

- post any photos of children or staff
- discuss or name individual children, staff, parents, volunteers or students
- reveal any identities
- use social media to discuss specific information regarding the Children’s Workshop
- use social media as a personal communication means for the parents and carers attending the Pre-school. Daily information will be passed on via email, newsletters, notices, tapestry and website.

Parents/Carers responsibilities:-

- Parents will not enter into any discussions on social media or write anything that could affect the reputation of the Children's Workshop.
- Parents will not post any photos of children attending the Children’s Workshop on social media. This includes special events such as Christmas concerts and Leavers concerts. Parents who disregard this will be asked to remove the photos/post.
- Parents will not add any photos of their own to the Children’s Workshop social media pages.
- Negative points of view or differing opinions should not be posted on social media and should be discussed in person.
- Parents/Carers should address any concerns or issues regarding the Pre-school directly with the Senior Manager - Sarah Abrahams.
- Parents who post negative comments will be asked to remove them and discuss them with the Senior Manager.
- We encourage parents to set up their own group WhatsApp groups so that informal information which is relevant to the Children’s Workshop can be
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shared with each other and social events can be organised. Parents have the right to leave this group at any given time.

We hope you will enjoy reading our posts and are very happy for you to comment positively on the activities we provide.

You can find us on the following Facebook and Instagram sites:-

Children’s Workshop EM
emchildrensworkshop

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<th>This policy was adopted on</th>
<th>Signed on behalf of the Pre-School</th>
<th>Date for review</th>
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<tbody>
<tr>
<td>October 2018</td>
<td>JB</td>
<td>October 2019</td>
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