

LITTLE LEGENDS

EARLY LEARNING CENTRE

Social Networking Usage Policy

NQS

QA4	4.2.1	Professional standards guide practice, interactions and relationships.
	4.2.3	Interactions convey mutual respect, equity and recognition of each other's strengths and skills
QA5	5.2.3	The dignity and the rights of every child are maintained at all times
QA6	6.1	Respectful supportive relationships are developed and maintained
QA7	7.1.1	Appropriate governance arrangements are in place to manage the service

National Regulations

Regs	181	Confidentiality of records kept by approved provider
	181-184	Confidentiality and storage of records

Aim

To ensure that Little Legends Early Learning Centre, children, educators or families are not compromised on any form of social networking or related website.

Related Policies

Educator and Management Policy
Privacy and Confidentiality Policy
Technology Usage Policy

Who is affected by this policy?

Child
Educators
Families
Management

LITTLE LEGENDS

EARLY LEARNING CENTRE

Implementation

A social networking website can be defined as a website used to socialise or communicate. These include but are not limited to Facebook, MySpace and Twitter (including usage on any device such as the internet, mobile telephone or tablet).

- Our stance on social networking websites is that they are for personal use only and should not be accessed while the staff member is at work.
- Educators 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.
- 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 website. If an educator does put photos of a child or children enrolled at the service on a social networking website, families will immediately be contacted. If possible, the social networking website will be contacted to delete the photos. The educator 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 educators on social networking websites. Should you do so, the staff member will face an inquiry into the situation by Nominated Supervisor and any involved party and depending on the severity of the situation 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, educators will face an inquiry into their actions and depending on the severity of the situation face possible termination of employment.
- Should a family member related to the service harass an educator via a social networking website, the Nominated Supervisor will conduct an inquiry into their actions and depending on the severity of the situation they may face possible termination of their child's place at our 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.

Sources

National Quality Standard

Education and Care Services National Regulations

LITTLE LEGENDS

EARLY LEARNING CENTRE

Review

The policy will be reviewed annually.

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: March, 2014

Date for next review: March, 2015