

### Statement / Aim

Rainbow Haven Kindergarten is linked to sites such as 'Facebook' and 'Instagram' for communication and discussion with families.

### Procedure

#### Staff

Approved providers, service leaders and educators are responsible for creating and maintaining a child safe culture when using digital technologies.

Rainbow Haven Kindergarten is linked to social networking sites such as "Facebook" and "Instagram" as a way of communication and discussion between staff, management and families, and acknowledges that staff may access this to interact with friends, family and colleagues. This policy provides guidance to staff in making sound choices in respect to their online communications. Staff must be aware of their responsibilities to the service when using social networking sites and restrictions need to be in place. The reputation of the service is of paramount importance and any staff member bringing the service into disrepute or breaching confidentiality of the service or any family will be treated as serious and may lead to disciplinary proceeding being taken or even dismissal.

- It is important to maintain your status as a professional Early Childhood educator and therefore we would urge you to carefully consider this choice before fostering online friendships with parents.
- Staff members who can access a social networking site via their mobile phones are only to do so when on a rostered break.
- Our Confidentiality policy must be always adhered to, even outside of working hours. It is imperative that staff do not breach confidentiality of the service otherwise this may lead to disciplinary proceedings being undertaken.
- Staff should 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 members on social networking websites.
- Staff must not post anything onto social networking sites such as 'Facebook' or 'Instagram' that could be construed to have any impact on the service's reputation. If a staff member engages in any communication that is derogatory towards the service, that staff member will be disciplined and possibly dismissed.
- Staff must not post anything onto social networking sites that would offend any other staff member, parent or child using the service.
- If a staff member is found to have published on a social media page:
  - photos of a child or children enrolled at the service.
  - comments or published documents about the service or its staff
  - information about any family or child in our care.

The service will immediately investigate and if the employee is found to have acted in contravention of this policy, employment will be terminated.

- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times, and must not contain any reference to Rainbow Haven Kindergarten or the children or staff.
- Social Media administrators have the right to delete any comments or posts to Rainbow Haven Kindergarten's social media pages made by families or staff.

- 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.

### **Families and children**

Rainbow Haven Kindergarten is linked to social networking sites such as “Facebook” and “Instagram” as a way of communication and discussion between staff, management and families, and acknowledges that staff may access to interact with friends, family and colleagues. This policy provides guidelines to parents and families in making sound choices in respect to their online communications.

- Rainbow Haven Kindergarten Facebook & Instagram pages are to be used as a form of communication between staff and families and should only be used for positive discussions relating to the service.
- It is important for staff to maintain their status as a professional Early Childhood educator and therefore we would urge you to carefully consider this choice before fostering online friendships with staff.
- Always show respect to staff and other parents.
- Our Confidentiality policy will be always adhered to by staff, even outside of working hours.
- Parents are asked to not post anything onto social networking sites such as ‘Facebook’ or ‘Instagram’ that could be construed to have any impact on the service’s reputation.
- Parents are urged not post anything onto social networking sites that would offend any other staff member, parent or child using the service.
- If any of the sites linked to Rainbow Haven Kindergarten becomes misused or abused, they will be closed.
- Social Media administrators have the right to delete any comments or posts to Rainbow Haven Kindergarten’s social media pages made by families or staff.
- Families are required to give written consent through the enrolment process for photos and videos of their child to appear on the service’s social media platforms.
- No photos or videos where the child’s identity is visible will be posted on social media platforms without permission from the family.
- The family can withdraw their consent at any time.
- First names only of children will be used on social media platforms along with their photos/videos. No family surnames will be used.
- Families are informed that social media pages are public and can be accessed by any member of the public.
- Only members of the management team will be administrators of social media pages.
- Only service-issued electronic devices should be used when taking images or videos of the children.
- Personal electronic devices should not be in the possession of any person while providing education and care and working directly with the children.
- Special considerations (approved by management) can be made for personal electronic device use- this does not include taking images or recording videos of the children.
- Images or recording videos are stored on an online app called ‘KindyHub’. Families can only access photos of their own individual child on this app.
- Photos are regularly deleted off service-issued electronic devices.

#### **Considerations / Resources**

- Education and Care Services National Regulations 2011
- National Quality Framework 2018
- Australian Children’s Education and Care Quality Authority- National Model Code for Early Childhood Education & Care.