

Social Networking Policy

At Pathways all employees and students are expected to maintain conduct of the highest standard such that any information about the nursery, children and staff remain confidential to the business.

You are reminded that the personal use of social networking sites should be used with great care to ensure that the reputation and integrity of Pathways is maintained. You should take account of the expectations of all employees and the terms and conditions set out in your employee handbook. Great care should be taken when posting any information, messages, pictures or video footage. Remember when something is on the internet even if you remove it, it may have already been "snapshotted" by a "web crawler" and so will always be there. If your activities outside of work adversely affect Pathways or your role within Pathways, this will become an issue. Keep all professional work completely separate from your private life. The following will result in disciplinary action:

- Bringing the name of Pathways into disrepute
- Adverse publicity
- Actions that result in loss of faith in Pathways, resulting in cancelled contract or loss of revenue
- Actions that result in loss of faith in the integrity of the individual

Safeguarding

In order to safeguard yourself and the children you work with,

You must ensure your behaviour with regards to social networking sites is consistent with the standards of behaviour expected in a normal day working with the children and parents at Pathways.

Any form of communication that is undertaken on social networking sites must avoid any activity which would lead any reasonable person to question their motivation and intentions. You are reminded that it is expected that you:

- a) Always act in such a way as to promote and safeguard the well being of all staff and children
- b) Take all reasonable steps to ensure any relationships with service users and colleagues remains professional and there is no suggestion of any inappropriate language or actions.
- c) Do not request parents, students or young people as "friends", however if a request is made from them you remain professional. It is deemed an abuse of professionalism if an employee:
 - Enters an improper relationship with a service user/parent
 - Show favouritism towards a service user/parent
 - Act in a threatening or aggressive manner or use abusive and profane language
 - Breaks any confidentiality with regards to the business and children
- d) All employees are advised to ensure that when setting up social networking sites that they should make full use of the range of tools which enable the access to personal

