



Paradise Kindergarten Social Media Policy

Rationale

Social media can be an effective tool for communication and relationship building with our community and stakeholders. At Paradise kindergarten, we aim to create a Facebook page and Website, to communicate with our families regarding events, children's work and educational information. We hope to reduce the potential risks while providing guidelines to ensure local processes, user agreements and protocols are adhered to. We aim to review this policy annually.

The requirements of the National Quality Standards are met;

- *6.1 Respectful and supportive relationships with families are developed and maintained*
- *6.1.2 Families have opportunities to be involved in the service and contribute to service decisions.*
- *6.1.13 Current information about the service is available to families*

Community Facebook guidelines and Policies.

- The Facebook page for Paradise Kindergarten will be a closed group, where members are limited to parent of existing and past students.
- Members will need to be approved by the administrator (Site leader) before they can see content and respond.
- Members will be unable to post content.
- Comments that are inappropriate will be removed from the site by the administrator (site leader)
- Children will not be identified either by image or name.
- The administrator will aim to put up one or two posts weekly to engage with families.

Content

- Paradise Kindergarten will share events like family picnics, excursions, and reminders about these events
- Kindergarten and children's projects will be shared along with children's work ensuring that their names are not identifiable.
- Links to parenting articles, and educational information will be posted on the page open to the public.
- Surveys and other local events.

Removal of content

Although the aim of our social media Website and Fb is to promote communication. It will be up to the discretion of the site leader to remove

- Abusive and offensive language
- Any personal information
- Cultural inappropriateness
- Commercial content
- Intimidation or offensive behaviour

Website

- The website will be available for public access to obtain information about Paradise kindergarten. It will be maintained by Eduweb which adheres to DECD policies regarding social media.
- There will be a gallery of photos which if there are images of children, the children will not be identifiable by name / image (backs of heads or close ups of hands.)

Alternate means of communication

- Ensure inclusiveness (not all people use Fb and maintain other means of communication newsletter etc.)
- Additional consent needs to be obtained from parents and caregivers

Suggested reading:

Social media guidelines DECD

Protective practices for staff in their interactions with staff and young people

<http://www.decd.sa.gov.au/doc/documents/1/ProtectivePracticesforSta.pdf>

The South Australian Public sector Code of Ethics

[Http://publicsector.sa.gov.au/policies-standards/code-of-ethics](http://publicsector.sa.gov.au/policies-standards/code-of-ethics)

This Policy will be shared with all new staff and families, and available to view in the Preschool Policies Booklet and on the Preschool Website.

Enrolled families will be asked to confirm they have read and understand this Policy by signing the Information & Consents Form at the time of enrolment.

Endorsed and Ratified by Staff and Governing Council 2017. To Be Reviewed 2018