**SOCIAL NETWORK POLICY (FACEBOOK)**

Busy Bees has adopted the following policy in relation to the use of Social Network (Facebook) by staff employed in the pre-school.

* Busy Bees Facebook friends will only be parents, carers and committee members;
* Staff will use Busy Bees Facebook page to share information about what children have been doing, events, school closures and dates for parent’s diaries;
* Busy Bees staff will upload any information on Facebook during their own lunch breaks and before or after sessions when children are not present;
* All members of Busy Bees have agreed to keep their personal Facebook pages separate from the Busy Bees Facebook account and parents Facebook profiles;
* It will be parents/carers responsibility to share any events on Busy Bees Facebook profile due to the procedure listed above at bullet point 4;
* Parents/carers may assume that Busy Bees is online on Facebook at all times. This is not the case but relates to the fact that Facebook is installed on the Busy Bees mobile phone;
* Any images that are uploaded to Busy Bees Facebook will not contain children’s faces.

This policy was adopted at a meeting of the Busy Bees Pre-school Committee on 1 September 2016.

Reviewed: 1 September 2019

Signed on behalf of Busy Bees Pre-school Committee Sally Evans (Chair)