



Social Media Policy

Port Lincoln Children's Centre will strive to ensure staff, children and families are not compromised on a social networking site. We support employees who choose to use social media in their personal lives without intrusion. However they need to be mindful that online behaviour must be lawful, and they must respect and maintain confidentiality that has been entrusted to them as an employee of the Centre and remain aware of their duty of care for the children who attend the Centre.

The purpose of this policy is to provide information and guidance for employees in relation to social media. It sets out the rules which must be complied with when using social media. Centre employees are required to comply with this policy.

The Centre operates a website and information sharing pages (StoryPark) which is maintained with strict guidelines.

Definitions

Social Media (some times referred to as social networking) are online services and tools used for publishing, sharing and discussing information. The list of social media types is extensive with new and innovative social media sites being developed almost every day.

Social Media may include, but is not limited to:

- ◇ Social networking sites
- ◇ Media sites hosting articles with comments
- ◇ Video and photo sharing websites
- ◇ Forums and discussion groups
- ◇ Wikis
- ◇ Podcasting sites
- ◇ Online gaming platforms
- ◇ Geo-spatial tagging

Procedures

All staff are expected to comply with this policy at all times to protect the privacy, confidentiality and interests of the Port Lincoln Children's Centre's employees, children, families and other supporting agencies.

The Centre's computers, ipads and phones are not to be used to send, upload, download, use, retrieve or access personal messages, and content that:

- Causes insult, offence, intimidation or humiliation
- Is defamatory or could adversely impact the image or reputation of our business
- Is illegal, unlawful or inappropriate
- Affects the performance of, or causes damage to our computer system in any way
- Gives the impression of or is representing, giving opinions or making statements on our behalf, without the express authority of the employer.

Staff who can access a social networking site through their phone or watch are not to do so during their shift apart from on breaks.

It is important not to post information about the Centre, staff, management, or families and visitors or any other matters relating to the service on a personal social media site as this not only contravenes the Centre’s policies and code of conduct, but is considered a breach of the Commonwealths' Privacy Act 1988 and Privacy and Personal Information Protection Act 1998.

Therefore Staff:

- Will not access personal social media accounts on any workplace device,
- Post any photos taken of the children enrolled at the centre on their personal social media.
- Post information about the Centre colleagues, children or families on any personal social media
- Must not interfere with work commitments;
- Must not contain or link to libellous, defamatory or harassing content, even by way of example or illustration;
- Vilify, harass or bully any other person who works at the Centre, family or community member connected to the Centre.
- Must not publish information that is confidential or private to the Centre, colleagues, children or families; and
- Does nothing to bring the Centre into disrepute.
- Use their personal devices to take photos or videos while at the Centre.

Any member of staff or committee who feels that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto social media site should follow the Centre’s grievance policy.

Social media is blurring the borders between professional and private life and changing the way parents and families evaluate, select and communicate with children's services. We believe that it is not appropriate for Parents and Staff to have contact through their private social networking websites unless they have been personal friends before the child/ren start at the Centre. This should be confirmed with the Director.

Working with Children and the internet

- Supervise children at all times when they are accessing the internet for teaching and learning
- On line content must be age appropriate

Breach of this policy may be dealt with under the Centre’s Code of Conduct and Confidentiality Policies

Education and Care Services National Regulations	National Quality Standard	Other Policies	Other
Reg 168 Education and care service must have policies and procedures 181-184 Confidentiality of Records	QA2 2.2.3Child Protection QA 4 4.2.2 Professional Standards QA6 6.1. Supportive relationships with families. QA 7 7.1.3 Roles and Responsibilities	Code of Conduct Confidentiality Mobile Phone Digital Photography Child Protection	

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