

11.9 Social Media Policy

Robin Preschool staff are not permitted to interact online during their working hours, with the exception of their 20 minute lunch break. No phones are permitted to be on staff at any time of the day.

We have a Robin Preschool Facebook page where we update parents and carers on the weeks activities for their children, with news for them and any other information that needs to be shared. Staff and parents are all on the group to keep up too date with things and the group is managed by Teresa, the Manager and Kelly, the Administrator. They are in charge of the page and comment under a Robin Preschool profile so no individual names are exposed. Under no circumstances are staff permitted to comment or like any posts on the Preschool page via their own personal profile.

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____