

Edgeworth Child Care Centre Inc.

Social Media Policy

Aim

To ensure that at all times educators and other staff members (including students and volunteers) remain confidential in regards to the education and care service, families and co-workers, and are not compromised on a social networking site (including but not limited to Facebook, Instagram, and Twitter).

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards 2011
NSW Department of Education
Privacy Act 1988 (Cth.);

Who is affected by this policy?

Educators
Staff
Children
Families
Management
Students
Volunteers

Implementation

Educators and other Staff members (inc. students and volunteers) will ensure:

- Information published on your blog(s) will comply with the company's confidentiality policy. This applies to comments posted on all blogs, forums and social networking sites.
- Be respectful to the company, other staff members, and families.
- Social media activities will not interfere with work commitments.
- Your online presence can reflect on the education and care service. Be aware that your actions captured via images, posts, or comments can reflect that of the education and care service.
- Do not reference the education and care service, families and staff without written consent. In all cases, do not publish information that will breach the Confidentiality Policy.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- Company logos and trademarks may not be used.
- Any photos taken at the education and care service cannot be used.
- Social networking sites will not be accessed on the work computer. Refer to Use of Computer and Email policy.

Any breach of this policy will can result in instant dismissal.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Human Resources <http://humanresources.about.com> Retrieved: <insert date>
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Guide to National Quality Standards 2011
Australian Children's Education & Care Quality Authority
NSW Department of Education
Privacy Act 1998 www.privacy.gov.au Retrieved: 26 10 16
Fair Work online www.fairwork.gov.au Retrieved: 26 10 16

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 26 October 2016

Date for next review: October 2017