

To ensure that our centre, children, educators or families are not compromised on any form of social networking or related website.

- A social networking website can be defined as a website used to socialise or communicate. These include but are not limited to Facebook, MySpace and Twitter (including usage on any device such as the internet, mobile telephone or tablet).
- Our stance on social networking websites is that they are for personal use only and should not be accessed while the educator member is at work.
- Educators who can access a social networking site via their mobile phones are not to do so during their shifts at the centre and are not to use their camera or video phones to take photos/pictures while at the centre.
- No information about what happens at the centre should be posted on a social networking website, nor should any photos taken at the centre or on an excursion, be put on a social networking website. If an educator does put photos of a child or children enrolled at the centre on a social networking website, families will immediately be contacted. If possible, the social networking website will be contacted to delete the photos. The educator will face an inquiry into their actions and possibly face termination of employment.
- Please be aware that social networking websites are not a private means of communication but can be accessed by the public, therefore, it is important not to share private information about centre families or other educators on social networking websites. Should you do so, the educator member will face an inquiry into the situation by Nominated Supervisor and any involved party and depending on the severity of the situation face possible termination of employment.
- Should harassment of any kind take place on a social networking site, such as, but not limited to, sexual or verbal harassment, educators will face an inquiry into their actions and depending on the severity of the situation face possible termination of employment.
- Should a family member related to the centre harass an educator via a social networking website, the Nominated Supervisor will conduct an inquiry into their actions and depending on the severity of the situation face possible termination of employment/termination of their child's place at our centre.
- This policy also complies with state and national laws regarding social networking websites. Should an educator member break the law on a social networking website, such as, but not limited to, defamation, the centre will contact the police and other relevant authorities.

## Personal Facebook Account

Staff members are to use their own personal discretion when adding a family of the Centre as a 'friend' on Facebook. The Centre does not recommend staff to add families of the Centre as they will be seen still as a representative of the Centre and held to the Centre's Code of Conduct on all posts to their private wall. It is extremely important not to post information about the Centre, children or families on personal social media accounts.

Families are asked to respect that staff may have a personal policy on adding families due to their professional philosophy and that the Centre does not recommend staff to have families as friends on their private account.

*The Approved Provider, Nominated Supervisor, educators, staff members, volunteers and students will not:*

- Access personal Facebook accounts on any workplace device
- Access personal Facebook accounts whilst educating and caring for children.
- Post any photos taken of the children enrolled at the centre on their personal Facebook account
- Vilify, harass or bully any other person who works at the Centre, family or community member connected to the Centre
- Post offensive or derogatory comments or information that could bring their professional standing or that of the Centre into disrepute.
- Use their personal camera or phones to take photos or video while at the Centre.



The Approved Provider or Nominated Supervisor will:

- Adhere to our Grievance policy and procedures to investigate any occurrences where a person working at the Centre may:
  - Posts photos or information of the Centre or children,
  - Defames, harasses or bullies any other person who works at the Centre, or is connected to the Centre.
  - Any staff or educator found guilty of any Facebook misconduct may result in termination of employment.

**Source:** Australian Children’s Education & Care Quality Authority. (2014). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015, ECA Code of Ethics, Guide to the National Quality Standard, Work Health and Safety Act 2011

**Date Implemented:** 16/04/2012

**Review Completed:** 30/04/2019

**Schedule for Review:** 30/04/2020

National Quality Standard – NQS		
Quality Area 4: Staffing Arrangements		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
Quality Area 5: Relationships with Children		
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
Quality Area 7: Leadership and Service Management		
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
Education and Care Service National Regulations		
727	Confidentiality of records kept by approved provider	
181-184	Confidentiality and storage of records	

