

# Our Lady of Hope Greenwith Campus Outside School Hours Care



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## POLICY DOCUMENT

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## SOCIAL NETWORK

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## BACKGROUND

Staff in education and care settings are expected to model responsible and respectful conduct to the children and young people with whom they work. Staff need to consider the electronic social environments they utilise as part of this community and employer expectation. The internet does not provide the privacy or control assumed by many users. Staff must appreciate that no matter what protections they place around access to their personal sites their digital postings are still at risk of reaching an unintended audience and being used in ways that could complicate or threaten their employment.

## POLICY STATEMENT

The Our Lady of Hope Greenwith Campus OSHC service considers staff integrity as an essential element in establishing positive relationships with children and their families.

## RELATIONSHIP

Regulations	National Quality Standard	Other policies/Service documentation	Other legislation/Guidelines
	4.2	Employee Handbook	Protective Practices for Staff
	5.1	Staffing Policy	Early Childhood Code of Ethics, 2006
			CESA Guidelines

## HOW THE POLICY WILL BE IMPLEMENTED

Staff should be aware of the following expectations in considering the use of social networking sites:

- they have considered the information and images of them available on their sites and are confident that these represent them in a light acceptable to their role in working with children and young people.
- they do not have children or young people in their education community as 'friends' on their personal/private sites.
- comments on their site about their workplace, work colleagues or children or young people, if published would not cause hurt or embarrassment to others, risk claims of liable, or harm the reputation of the workplace, their colleagues or children or young people.
- profile photographs must be appropriate and not reflect negatively towards the program.

As a general rule staff will ensure that they do not accept as friends, family members or guardians of children currently at OSHC, however, in exceptional circumstances this may not apply. Staff need to clarify exceptional circumstances with the Director.

Staff will not discuss, make comment or make coded references on the following:

- the service, its activities, events or operational status.
- the staff members position at the service, opinions of the service or other staff members.
- staff will refer to the services confidentiality policy and maintain the required level of confidentiality at all times, including on-line activities.
- the children, or the family members of children, who use the service, present or past.

In the event that a staff member is in breach of the policy the services reserves the right to

- Give the staff member(s) considered a written warning.
- Enter into a performance management negotiation with the staff member(s).
- Take any legal action as deemed appropriate by the employer.

### EXAMPLES OF SERVICE PROCEDURE

- When staff become aware that they have a network friend that is either a family member or guardian of the child they will delete them.
- Staff will ensure that their profile picture is appropriate and not reflect negatively towards the program.
- Ensure comments posted never reflect badly on the OSHC community.
- Staff will maintain confidentiality at all times with their postings.

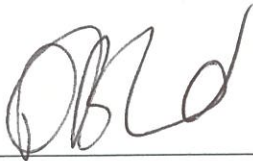
### OTHER CONSIDERATIONS

Social networking shall be defined as any internet site or software program that allows you to communicate or display information with others via the World Wide Web/ internet. It shall include but is not limited to

- Facebook
- Snapchat
- MSN
- Personal Blogs
- Twitter
- Skype
- Instagram

### RESOURCES/REFERENCES

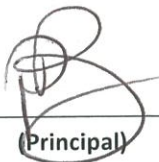
- Protective Practices for Staff at [www.decd.sa.gov.au/docs/documents/1/ProrectivePracticesforSta.pdf](http://www.decd.sa.gov.au/docs/documents/1/ProrectivePracticesforSta.pdf)
- Early Childhood Code of Ethics, 2006



(Chairperson)

28 Nov 23

(Date)



(Principal)

28/11/23

(Date)

