



# MONTESSORI STEPPING STONES & WAABINY OSHC SOCIAL MEDIA POLICY



## ABOUT THIS POLICY

This policy aims to ensure that the Montessori Stepping Stones & Waabiny OSHC services, staff, management or parents & families are not compromised on a social networking website.

## LEGISLATIVE REQUIREMENTS

Privacy Act 1988

## WHO IS AFFECTED BY THIS POLICY?

Children, Staff, Families & Management

## WHAT IS SOCIAL MEDIA?

Social media can be defined as an electronic communications method that allows people to socialise or communicate on mass. Examples of social media systems are Facebook, MySpace and Twitter.

## IMPLEMENTATION

We take the view that social networking is for personal use only and should not be accessed while a staff member is at work.

Staff members who can access a social networking site via their mobile phones, or other personal electronic devices are not to do so during their shifts at the centre.

Employees should 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 staff members on social networking websites. 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 posted to a social networking site.

If a staff member is found to have published on a social media page:

- photos of a child or children enrolled at the centre
- comments or published documents about the service or its staff
- information about any family or child in our care

The service will immediately conduct an investigation and if the employee is found to have acted in contravention of this policy, employment will be terminated.

Should you do so, the staff member will face an inquiry into the situation by the Director/Authorised 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, staff members will face an inquiry into their actions, and depending on the severity of the situation face possible termination of employment.

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Should a family member related to the centre harass a staff member via a social networking website, the Director/Authorised Supervisor will conduct an inquiry into their actions, and depending on the severity of the situation face possible termination of employment.

This policy complies with state and national laws regarding social networking websites. Should a staff 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.

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