Partnerships with families  
27th September to 1st October 2021

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* reviewing the weeks 21 to 25 of our professional development activities this year. These activities included learning more about:
  + the UN Convention on the Rights of the Child
  + providing environments and activities that help children learn from and support each other
  + supporting children to self-regulate their behaviour
  + the barriers that may hinder a child’s participation in the program
  + promoting children’s wellbeing and comfort eg sleep/rest/relaxation
* reviewing our Social Media Policy. A summary follows:

**Social Media Policy**

Educators, staff and volunteers will not:

* access their personal social media accounts while educating and caring for children
* use their personal social media accounts to
* send or accept ‘friend requests’ from parents or family members  that have children at the Service
* post any photos taken at the service or other information about the service
* post any material that is offensive, threatening or unlawful
* post any material that could damage their professional standing
* post any material that could damage the employment relationship or the employer’s/Service’s reputation
* express views on behalf of the employer
* use the service logo or email without permission
* disclose confidential, private or sensitive information
* publicise workplace disputes
* use their personal camera or phones to take photos or video at the service

The Approved Provider/Nominated Supervisor will use our Grievance Guidelines to investigate:

* the posting of offensive, threatening, damaging  or unlawful information on a personal social media account
* the defaming, bulling or harassment of a staff member on social media by a service family

FOR SERVICES WITH A SOCIAL MEDIA ACCOUNT

The Approved Provider or Nominated Supervisor will:

* get authorisation from parents before posting any photos of their child
* get families’ consent about the information that will be posted on-line
* ensure personal information is not posted on-line
* implement appropriate measures to ensure the privacy and security of the account.

There is a copy of the policy near the sign in/out sheet. Please take a moment to read it. We value any feedback you may have.

Nominated Supervisor