Partnerships with families  
25 to 29 September 2023

Dear Families,

As a part of the continuous improvement required by the National Quality Standard this week, we are reviewing weeks 21 to 25 of our professional development activities this year.

This week we’re also 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