# **Bishopthorpe Preschool Playgroup Facebook User Guidelines**

Bishopthorpe Preschool Playgroup encourages the use of its Facebook page by parties connected with the Playgroup including committee members, staff and parents/carers. We also recognise that there are risks with online social media usage especially around the issues of safeguarding, bullying and personal privacy. To cover this all contributors should be familiar with these guidelines and also have read the **Internet and Social Media Policy.**

These guidelines and the Internet and Social Media Policy aim to enable the safe use of the internet and social media by the playgroup, its staff, parents, carers and even the children where appropriate.

## **Guidelines**

* Anybody considering posting information or comments on the Bishopthorpe playgroup Facebook page must read and comply with these guidelines and the Internet and Social Media policy.
* All postings by staff must be professional and respectful at all times and in accordance with the Internet and social media policy.
* The tone of any posting on the Playgroup Facebook pages should be appropriate to the audience, whilst retaining appropriate levels of professional standards i.e. engaging, conversational, informative and friendly.
* Any images posted to the page must only involve children and people who have given consent for their images to be used and the poster should exercise their professional or personal judgement about whether an image is appropriate to share on playgroup social media accounts. The children should be appropriately dressed and not be shown in a light that may cause embarrassment to them in any way.
* Parents/Carers are encouraged to comment or post appropriately about the playgroup. In the event of any offensive or inappropriate comments being made, the playgroup will ask the parent/carer to remove the post and invite them to discuss the issues in person.
* Postings may be considered unacceptable for any of the following reasons: discriminatory, offensive, harassing content, defamatory, or a breach of data protection guidelines.
* The Playgroup Facebook page should not be used to express personal views.
* It should be clear who is posting the content.
* The tagging of people in images is forbidden.

If you have any doubt about anything you are about to post then you MUST obtain a second opinion from the Playgroup Manager or Committee Chairperson before doing so. A short delay in posting information is preferable to an inappropriate post having to be removed.

**You may only post information to the Playgroup Facebook page if you agree to comply with all the above guidelines.**