# SOCIAL NETWORKING USAGE POLICY

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1 NQS

<table>
<thead>
<tr>
<th>QA4</th>
<th>4.2.1</th>
<th>Professional standards guide practice, interactions and relationships.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4.2.3</td>
<td>Interactions convey mutual respect, equity and recognition of each other’s strengths and skills</td>
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</table>

<table>
<thead>
<tr>
<th>QA5</th>
<th>5.2.3</th>
<th>The dignity and the rights of every child are maintained at all times</th>
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</table>

<table>
<thead>
<tr>
<th>QA6</th>
<th>6.1</th>
<th>Respectful supportive relationships are developed and maintained</th>
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</table>

<table>
<thead>
<tr>
<th>QA7</th>
<th>7.1.1</th>
<th>Appropriate governance arrangements are in place to manage the service</th>
</tr>
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</table>

2 National Regulations

<table>
<thead>
<tr>
<th>Regs</th>
<th>181</th>
<th>Confidentiality of records kept by approved provider</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>181-184</td>
<td>Confidentiality and storage of records</td>
</tr>
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</table>

3 Aim

To ensure that our service, children, educators or families are not compromised on any form of social networking or related website.

The Kids’ Uni Policies and Procedures apply to Kids’ Uni North, Kids’ Uni South, South Coast Workers Child Care Centre, Kids Uni iC – Preschool, After School Care and Vacation Care (Kids’ Uni OOSH).

4 Related Policies

Educator and Management Policy (CHI-ADM-POL-017)
Privacy and Confidentiality Policy (CHI-ADM-POL-048)
Technology Usage Policy (CHI-ADM-POL-057)

5 Who is affected by this Policy?

Child
Educators
Families
Management
6 Implementation

6.1 A social networking website can be defined as a website used to socialise or communicate. These include but are not limited to Facebook, MySpace and Twitter (including usage on any device such as the internet, mobile telephone or tablet).

6.2 Our stance on social networking websites is that they are for personal use only and should not be accessed while the educator is at work.

6.3 Educators who can access a social networking site via their mobile phones are not to do so during their shifts at the service and are not to use their camera or video phones to take photos/pictures while at the service.

6.4 No information about what happens at the service should be posted on a social networking website, nor should any photos taken at the service or on an excursion, be put on a social networking website. If an educator does put photos of a child or children enrolled at the service on a social networking website, families will immediately be contacted. If possible, the social networking website will be contacted to delete the photos. The educator will face an inquiry into their actions and possibly face termination of employment.

6.5 Please 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 service families or other educators on social networking websites. Should you do so, the educator will face an inquiry into the situation by Nominated Supervisor and any involved party and depending on the severity of the situation face possible termination of employment.

6.6 Should harassment of any kind take place on a social networking site, such as, but not limited to, sexual or verbal harassment, educators will face an inquiry into their actions and depending on the severity of the situation face possible termination of employment.

6.7 Should a family member related to the service harass an educator via a social networking website, the Nominated Supervisor will conduct an inquiry into their actions and depending on the severity of the situation face possible termination of employment/termination of their child’s place at our service.

6.8 This policy also complies with state and national laws regarding social networking websites. Should an educator break the law on a social networking website, such as, but not limited to, defamation, the service will contact the police and other relevant authorities.

7 Sources

National Quality Standard
Education and Care Services National Regulations 2011
### 8 Review

This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.

### 9 Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Next Review</th>
<th>Approved By</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>1</td>
<td>Feb 2012</td>
<td>Feb 2013</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Feb 2013</td>
<td>Feb 2014</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Paragraph inserted re application of policies across all centres. Migrated into new QA format.</td>
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<tr>
<td>3</td>
<td>Feb 2014</td>
<td>Sep 2016</td>
<td>Michele Fowler Manager – Kids Uni</td>
<td>Policy reviewed with no changes required. The review period changed to 2 years.</td>
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