

# Edgeworth Child Care Centre Inc.

## Social Media Policy

### Aim

To ensure that at all times educators and other staff members (including students and volunteers) remain confidential in regards to the education and care service, families and co-workers, and are not compromised on a social networking site (including but not limited to Facebook, Instagram, and Twitter).

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standards 2011  
NSW Department of Education  
Privacy Act 1988 (Cth.);

### Who is affected by this policy?

Educators  
Staff  
Children  
Families  
Management  
Students  
Volunteers

### Implementation

Educators and other Staff members (inc. students and volunteers) will ensure:

- Information published on your blog(s) will comply with the company's confidentiality policy. This applies to comments posted on all blogs, forums and social networking sites.
- Be respectful to the company, other staff members, and families.
- Social media activities will not interfere with work commitments.
- Your online presence can reflect on the education and care service. Be aware that your actions captured via images, posts, or comments can reflect that of the education and care service.
- Do not reference the education and care service, families and staff without written consent. In all cases, do not publish information that will breach the Confidentiality Policy.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
- Company logos and trademarks may not be used.
- Any photos taken at the education and care service cannot be used.
- Social networking sites will not be accessed on the work computer. Refer to Use of Computer and Email policy.

Any breach of this policy will can result in instant dismissal.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Human Resources <http://humanresources.about.com> Retrieved: <insert date>  
Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Guide to National Quality Standards 2011  
Australian Children's Education & Care Quality Authority  
NSW Department of Education  
Privacy Act 1998 [www.privacy.gov.au](http://www.privacy.gov.au) Retrieved: 25 10 17  
Fair Work online [www.fairwork.gov.au](http://www.fairwork.gov.au) Retrieved: 25 10 17

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed: 25 October 2017**

**Date for next review: October 2018**