



Social Media Policy

In order to maintain confidentiality within Little Munchkins, all staff must ensure the following:

- No staff members are using their personal social media accounts to mention names of children at Little Munchkins Club.
- No staff members are using their personal social media accounts to mention names of any parents' whose children attend Little Munchkins club.
- No staff members are using their personal social media accounts to mention names of other staff members at Little Munchkins Club.
- No staff members are uploading any pictures of the children on their personal social media accounts.
- No staff members should be taking any pictures of the children within Little Munchkins Club.
- No staff members should be liaising with parents regarding Little Munchkins Club via their own personal social media accounts.
- If a parent contacts a member of staff regarding Little Munchkins, staff member should inform management so management can communicate with parents.

It is the duty and care of each staff member to ensure they are responsible for what is mentioned on their personal social media accounts regarding Little Munchkins. If any incidents occur, management will investigate into the matter further.

If you have any concerns that you have seen something on a social media account regarding Little Munchkins Club, then please contact Kully Paul (manager).

This policy was adopted by: Little Munchkins club	Date:
To be reviewed:	Signed: