

## 11 Additional Policies

### 11.08 Facebook Page Policy

#### Policy statement

A Little Acorns Facebook page has been set up by the team to engage families and friends of Little Acorns in our activities and money-raising activities.

The address of the page is: [www.facebook.com/littleacornsfundraising](http://www.facebook.com/littleacornsfundraising)

The Facebook system enables us to set up admin users. Amongst other capabilities admin users are able to post to the page as 'Little Acorns Colleton Pre-school', block users and delete posts by any user.

#### Procedures

All admin users will adhere to the following guidelines:

1. Do not post identifiable photos of children - the only exception to this would be posting a photo of a newspaper article (as this photo is already in the public domain). If such a post were made to the page by a public user (i.e. a non-admin user) then an admin must delete it.
2. Do not post the names of children. If posting the name or photo of a parent or staff member then don't link or tag the post to their personal Facebook profile. If such a post were made to the page by a public user (i.e. a non-admin user) then an admin must delete it.
3. Admin access is only to be granted to members of the preschool committee, admin staff and senior leaders and will be removed when they cease their involvement with the committee or employment at the pre-school.
4. There will be a minimum of three admin users at any one time - this ensures we have the ability to rapidly deal with any undesirable posts if one individual admin is unavailable.
5. Admin users will delete any inappropriate images or posts - this could be (but is not restricted to) abusive or offensive language, hateful, homophobic, racist or violent language or other defamatory comments. The admin user will 'block' any user who makes such a post.
6. Admin users will review all posts to the page by non-admin users.
7. Admin users will inform the preschool manager (or her deputies) of any negative comments or occasions where a post has had to be deleted in line with the above guidelines.