



**WHEELERS HILL PRIMARY SCHOOL
OUT OF SCHOOL HOURS CARE**

Social Media Policy

We recognise the benefits and challenges of using Social Media in the OSHC setting. This policy has been developed to provide educators, families, children, volunteers, management, students and visitors of the program with standards of use as they engage in conversations or interactions using Social Media for official, professional and personal use.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
181	Confidentiality and storage of records
183	Storage of records and other documents

RELATED POLICIES

Child Safe Environment Policy	Privacy and Confidentiality Policy
Code of Conduct Policy	Respect for Children Policy
Cyber Safety Policy	Responsible Person Policy
Dealing with Complaints Policy (Family)	Student and Volunteer Workers Policy
Family Communication Policy	Supervision Policy
Health and Safety Policy	Work Health and Safety Policy
Interactions with Children, Family and Staff Policy	

PURPOSE

Being part of our Program entails a position of trust and responsibility. We aim to ensure that our OSHC Program, children, educators and/or families are not compromised in any form of social media platforms and that all social media usage complies with our Program's philosophy, relevant policies, and the code of conduct.

SCOPE

This policy applies to management, the approved provider, nominated supervisor, students, educators, families and visitors (including contractors) of the OSHC Program.

IMPLEMENTATION

Social media is defined as *"forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos)"* (Merriam-Webster dictionary).

We recognise that there are many advantages in using social media to network within Program operations. It is important to approach usage with caution, through careful and systematic management. Whilst healthy debate may provide thought-provoking discussion, there are guidelines in place to ensure that our Program remains open and welcoming for children, families, and educators.

The National Principles for Child Safe Organisations recognise the importance of safe physical and online environments to promote safety and wellbeing of all children. Our OSHC Program has the responsibility to ensure children and educators are protected from harm when they engage with digital technology including social media.

This policy applies to all forms of social media including (but not limited to):

- Social networking sites e.g., Facebook, Twitter, and LinkedIn.
- Image sharing sites e.g., Instagram, Snapchat, and Imgur.
- Music/dance videos e.g., Tik Tok
- Video hosting sites e.g., YouTube and Vimeo.
- Community blogs e.g., Tumblr and Medium.
- Discussion sites e.g., Reddit and Quora.

The Approved Provider or Nominated Supervisor will:

- Adhere to our Grievance policy and procedures to investigate any occurrences where a person working at the Program may:
 - Post photos or information of the program/school or children,
 - Defames, harasses or bullies any other person who works at the program/school, or is connected to the program/school.
- Any educator found guilty of any Social Media misconduct may result in termination of employment.

Regarding all social media the Approved Provider, Nominated Supervisor, educators, volunteers and students will not:

- access personal Facebook accounts or any other social media accounts on any workplace device
- access personal Facebook or any other social media accounts whilst educating and caring for children
- post any photos taken of the children enrolled at the program on their personal Facebook or any other social media account
- post any information about the OSHC Program, colleagues, children, or families on any personal social media account
- vilify, harass or bully any other person who works at the Program, family or community member connected to the Program
- post offensive or derogatory comments or information that could bring their professional standing or that of the Program into disrepute
- use their personal camera or phones to take photos or video whilst at the OSHC program.

Personal Social Media Accounts

The OSHC Program does not recommend that staff add families of the program to personal social media accounts as they will still be seen as a representative of the Program and required to uphold the Program's *Code of Conduct* on all posts. It is extremely important not to post information about the Program, colleagues, children, or families on personal social media accounts, as this not only contravenes the Program policies and code of conduct but is considered a breach of the Commonwealth's *Privacy Act 1988* and *Privacy and Personal Information Protection Act 1998*.

Families are asked to respect that educators may have a personal policy on adding families to personal social media accounts due to their professional philosophy, and that the Program does not recommend educators to have families as friends on their private account.

Consequences for inappropriate conduct

For inappropriate conduct to be lawful, there is a need to demonstrate a connection between the behaviour and the employment relationship that:

- is likely to cause serious damage to the relationship between the employee and the Service
- damages or harms the Program’s interest or reputation
- is incompatible with the employee’s duties in the education and care sector.

Continuous Quality Improvement

Our OSHC Program will continue to evaluate and assess our online safety practices through critical reflections, checklists, professional learning and discussions with families and staff.

Resources

Australian Government Office of the eSafety commission www.esafety.gov.au/early-years

eSafety Early Years Online safety for under 5s. <https://www.esafety.gov.au/sites/default/files/2020-02/Early-years-booklet.pdf>

eSafety Early Years Checklist <https://www.esafety.gov.au/educators/esafety-early-years-program-for-educators/checklist>

Source

Australian Children’s Education & Care Quality Authority. (2014).

Dictionary by Merriam-Webster: <https://www.merriam-webster.com/>

Early Childhood Australia Code of Ethics. (2016).

[Education and Care Services National Regulations](#). (2011).

eSafety Commissioner: <https://www.esafety.gov.au/educators/esafety-early-years-program-for-educators>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017). (Amended 2020).

Privacy Act 1988.

Privacy and Personal Information Protection Act 1998.

Revised National Quality Standard. (2018).

[Western Australian Education and Care Services National Regulations](#)

Review

Policy Reviewed	School Council approval date	Next Review Date
October 2022		October 2024