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[AGENCY NAME]

POLICY: **SOCIAL NETWORKING**

POLICY NO.: **9.4**

APPROVED BY: _____

EFFECTIVE DATE: _____

BOARD OF DIRECTORS: _____

DATE: _____

POLICY COUNCIL: _____

DATE: _____

Employees are strictly prohibited from posting any confidential information obtained during the course of performing their duties from any child and/or employee file on their personal social networking site. Confidential Information is defined in the Confidentiality Policy Number [NUMBER].

Employees are strictly prohibited from including photographs of currently enrolled children and/or the families served by [AGENCY NAME] on any internet website and/or blog including but not limited to websites like Instagram, Twitter, and Facebook.

Employees are strictly prohibited from accessing and/or updating any personal social networking site during working hours, including during any paid or unpaid break periods. Social Networking posts and updates during working hours are a reflection on your professionalism. Persons reading your posts will make negative assumptions about your professionalism and attentiveness to the children. This will ultimately reflect poorly on the agency and therefore is not permitted.

Employees are PROHIBITED from “friending” or allowing parents/family of currently enrolled children and/or the children themselves to have access to their personal social networking site. Any use of personal social networking sites should be limited to private groups and/or have the privacy settings so that access is limited to select persons only. For example in terms of Facebook privacy should be limited to “friends only” so anyone not friends with the user would not be able to see the posts. In terms of Twitter or Instagram privacy should be set so that only followers can view the users posts. All other social media sites should be set to similar privacy settings. This is to protect the professional reputation and privacy of the employee and keep the children and their families from making incorrect or negative assumptions about your ability to care for the child based on your Social Networking behavior. It is of the utmost importance you’re your personal lives be kept separate from your professional one.

Further, any conduct on any social networking site that conflicts with or detracts from the employee’s professional reputation or interferes with their ability to perform the functions of their position, as outlined in the job description will result in disciplinary action up to and including termination.

Any violation of this policy will result in disciplinary action up to and including termination. Further, [AGENCY NAME] will pursue all legal remedies available for actions in violation of this policy.