

E-11 FACEBOOK POLICY

NQS

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| QA. 2.2 | Safety |
| QA. 4.1.1 | Organisation of educators |
| QA. 4.2 | Professionalism |
| QA. 4.2.2 | Professional standards |
| QA. 6.1 | Supportive relationships with families |
| QA. 6.1.2 | Parent views are respected |
| QA. 6.1.3 | Families are supported |
| QA. 7.1.2 | Management systems |

National Regulations

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| Reg. 75 | Information about educational program to be kept available |
| Reg. 76 | Information about educational program to be given to parents |
| Reg. 168 | Education and care service must have policies and procedures |

Rationale

The main purpose of the Facebook page is to provide an additional communication tool for the educators and administrators of SYLVANIA HEIGHTS BASC.

The page will be used to share information that is already provided elsewhere via email, the SYLVANIA HEIGHTS BASC website or in note form. This will include: recent updates to centre policies or procedures; centre improvements; calendar events; vacation care programs; weekly and/or daily updates and reminders such as SMASH excursions; or weekly or daily menus and ad hoc communications, as needed.

Our Facebook page will allow our members to keep up to date with activities through a medium preferred by many.

Policy Statement

This is a trial of using Facebook as a communication platform for SYLVANIA HEIGHTS BASC. SYLVANIA HEIGHTS BASC reserves the right to suspend or cease using Facebook at its discretion. Where there are issues of a potentially serious or criminal nature such as threats or inappropriate comments, the matter will be referred directly to the relevant authorities.

The trial period will take effect on ??? and will end ????. An evaluation of the page's effectiveness will take place in ???.

Related Policies

- SYLVANIA HEIGHTS BASC Policy C-4: Staff Professionalism

- SYLVANIA HEIGHTS BASC Policy C-12: Communication
- SYLVANIA HEIGHTS BASC Policy E-6: Technology

Procedure

Membership

SYLVANIA HEIGHTS BASC Facebook page is a “Closed Group” community. This means that individuals who are recognised as parents, caregivers or guardians of children attending the centre will be invited to join the Facebook group and will form part of the “Membership” or “Members”.

Membership will be approved or renewed on an annual basis at the beginning of each school year or as soon as new members and their children join the centre.

Members whose children have left the school and are no longer financial members of the centre will be deactivated from the group at the end of the school year. Members can request to re-join at a later time when they become financial members of SYLVANIA HEIGHTS BASC again.

Parents, caregivers and guardians of children at the centre also have the right to abstain from joining the group when invited. All essential information about enrolments, programs and governance will still be communicated to parents and guardians via email or through the Sylvania Heights BASC website <http://www.shbasc@tpg.com.au>

Administrators and Moderators

SYLVANIA HEIGHTS BASC Facebook page will be administered primarily by the Centre Director and Assistant Director. For operational reasons, both these roles will post on the Facebook page under a pseudonym “???”.

To assist with sharing relevant information in a timely manner, additional posts, calendar events and general moderation duties will be performed by members of the SYLVANIA HEIGHTS BASC parent committee, who have children attending the centre. Administrators and moderators have sole discretion to remove a post or a member if they breach this policy.

Privacy

All members interacting with the SYLVANIA HEIGHTS BASC Facebook page, by either liking or commenting on posts, must do so using a Facebook account that clearly identifies them by their real name.

Member posts on the Facebook Page

Initially, members will be able to comment on the SYLVANIA HEIGHTS BASC’s posts and on comments by other users. Members will also be able to ‘like’ a post or make a comment, when a comment function has been enabled. Members may not load media such as video or photos. Member rights will be reviewed over time and as part of the formal evaluation process in November.

Personal Disclosures

If you have personal concerns or are worried about something relating to your child or yourself, contact the Centre Director or Assistant Director as soon as possible.

Please do not post personal or urgent issues on the SYLVANIA HEIGHTS BASC Facebook Page.

Raising Issues & Making Suggestions

SYLVANIA HEIGHTS BASC Facebook page is not a platform for raising issues concerning own children, other children or staff working at the centre. All issues need to be raised directly and privately with the Centre Director or the Assistant Director.

Suggestions of a general nature are welcome, for example an excursion idea or an activity the children would enjoy. If you want to make a suggestion for improvement or something that needs to be enacted urgently, please email the Centre Director or Assistant Director or make an appointment to discuss.

Using Names in Posts

Members can use names in posts when you wish to acknowledge someone's great work or contribution. You can tag another member to alert them to a particular post or event.

Underage Facebook Users

SYLVANIA HEIGHTS BASC does not endorse children, under 13 years of age (a threshold imposed by Facebook), creating their own Facebook account. Children known to be under the age of 13 will not be given membership access to the page.

Cyber safety

E-security and personal online safety precautions are the responsibility of every member and all users should have a personalised safety action plan. All users including centre staff, administrators and moderators and parent members of the SYLVANIA HEIGHTS BASC Facebook Page should take reasonable safety precautions when accessing information or posting comments. Users must not publish identifiable images of children, and images of centre staff or other members must have permission to do so. We encourage all users to check their own Facebook privacy settings and take responsibility for the information that they publish on their Facebook accounts.

For any concerns or advice, go to: <https://www.esafety.gov.au/>

Training

SYLVANIA HEIGHTS BASC Centre staff will be provided with periodic training and updates regarding the use of Facebook as a communication platform, particularly in terms of privacy and use of image-based content.

We welcome members' comments and suggestions about how to improve the platform to better serve our parent community.

Resources

How can I adjust my privacy settings? <https://www.facebook.com/help/www/193677450678703>

Safety Resources <https://www.facebook.com/help/www/748040478549007/>

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