



CHILD SAFE SOCIAL MEDIA POLICY

Policy number	0000	Version	01
Drafted by	Lynette Zito	Approved by Board on	
Responsible person	President	Scheduled review date	April 2026

POLICY

This policy aims to ensure that Our village Family Childcare Service, children, staff and families are protected from being compromised in any form of social media. It provides guidelines for the publication of, and commentary on, social media by staff and others who can be identified as being connected with the Service.

APPLICATION

This policy applies to all contractors, volunteers and committee and board members, and to the broad range of situations where interaction with children and young people may occur in the delivery of Village Hall Players Incorporated's services.

PROCESS

When participating in social media, volunteers, committee and board members and contractors should:

- Be respectful to and about others at all times.
- Make no comments that are defamatory, harassing, bullying, discriminatory, insulting, or in any other way harmful.
- Assume that the comments they post may be available to persons other than those for whom the communication was intended.
- Be certain not to disclose children's personal information or publish images of children without permission.
- Never send direct personal messages to any child or young person involved in Village Hall Players, even if you know them outside of the organisation.
- Not email students individually or as a group. All emails should be addressed the student's parent/carer.
- Use or disclose any information (including photography or videos) relating to children and families or anyone connected with the association, obtained through you volunteering or contracting with the association.

- Make any comment or post any material that might otherwise cause damage to Village Hall Players' reputation or bring the association into disrepute.

IDENTIFYING INAPPROPRIATE USE

- Board or committee members, volunteers or contractors who notice inappropriate or unlawful content online in any way relating to the Village Hall Players, or content that may be in breach of this Policy, should inform the President immediately.
- An abusive, harassing, threatening or defaming posting which is in breach of any of the organisation's Policies may result in disciplinary action being taken, even if such comments are made using private social networks outside of working hours.
- Everyone connected with the association is expected to treat others with respect and dignity and ensure their behaviour both online and while volunteering does not constitute unlawful discrimination, bullying or harassment in any form.

BREACH OF POLICY

Any board or committee member, volunteer or contractor whose actions are deemed to be in breach of this policy could face disciplinary action. Where necessary, disciplinary action will be determined by board of management according to the circumstances of the case.

In severe circumstances, failure to act in accordance with this Policy could result in a contract or a volunteer's membership being cancelled.

RELATED DOCUMENTS

- VHP 001 Child Safe Policy
- VHP 001a Child Safe Code of Conduct
- VHP 001b Child Safe Reporting Policy
- Child Safe Handover Checklist
- The NSW Child Safe Standards
- Complaints And Allegations Record Form

AUTHORISATION

Signature of President _____

Name of President _____

Date Signed: _____