

Kids



Education & Recreation

740-587-3076

1062 River Road Granville, Ohio

Employee Professionalism, Confidentiality and Social Media Agreement

Due to the sensitive nature of information that you will encounter as a teacher and employee of Kids Education & Recreation it is imperative that you keep family, students and Center information confidential. This includes but is not limited to the family/student address, phone number, records, child's development, custody situations, behavior, etc. Any personal information about children, their families and/or staff at the Center should be shared on a "need to know basis" with the administrator in charge. The administrator will then take the appropriate action as needed.

There will be times that you may discuss a child's developmental needs and educational plan at Kids Education & Recreation. This will be a scheduled meeting at the Center in a private setting with the appropriate team, support staff, or family member. We will always be very sensitive to the child's needs when discussing the child's developmental needs, family information and work towards the goal of serving every child. As a professional childcare provider, it is your responsibility to protect the interests of the children, their family and coworkers by respecting their confidential and personal information. It is important to be sensitive of the Centers efforts to avoid negative discussions and always display a positive self. If you have any concerns, please share them with the administrator.

Kids Education & Recreation takes no position on any employee's decision to participate in the use of social media networks for personal use on personal time. Please be aware that the things you post/ share can cross over into your job and future. Whether you believe it is right or not your personal and professional lives can unintentionally mix.

At no time can an employee of Kids Education and Recreation take pictures of any kind while working at Kids Education and Recreation. We will be doing some exciting and fun things with our kids. If there are events that you would like to share you will be able to share the approved events through Kids Education and Recreation social media.

As an employee of Kids Education and Recreation these guidelines need to be considered when using social networking sites for personal use. The use of social media/networking and/or relevant technologies include but are not limited to the following specific technologies. Personal blogs, Twitter, Facebook, TikTok, personal websites, LinkedIn, Snapchat, texting, etc. Social media, professional networking sites, rapid-fire communications, blog sites, personal websites are all useful technologies when used correctly and with a good judgment.

This policy will set forth guidelines that employee should consider for all online communications in reference to Kids Education & Recreation.

At no time should any social media post be made in reference to children, parents, coworkers or other professionals that employees may encounter throughout their employment at Kids Education and Recreation. At no time can any photographs or materials be published that identify the setting or children and staff. Posting negative or unprofessional information poorly reflects on you. Since you are a part of our professional team at Kids Education & Recreation, we will need you to set a good example for our children and their families.

I understand and agree to the above information.

New employee or volunteer signature _____

New employee or volunteer name printed _____

Date _____

Administrator _____