

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Social Media/Personal Phone

Policy:

Tri-County staff will communicate with families through the approved methods of communication.

Procedure:

1. All center staff will use the company phone whether it is an issued cell phone or landline phone when contacting parents.
2. All centers/classrooms will use Class Dojo as a means of communicating with the children's family.
3. No staff is to use their personal cell phone, personal Facebook/messenger page to communicate with the families.
4. Staff will not use their personal cell phone to take pictures of the children. Every classroom has an iPad for pictures and documenting children's accomplishments.
5. All social media formats that belong to staff is their personal accounts and Head Start/Early Head Start children/families cannot be posted to any staff members personal social media accounts.
6. Tri-County Head Start/Early Head Start has a Facebook and website for posting information that our families need to know and fun activities that are happening at the centers.
7. Disciplinary Consequences for the following will be taken and depending on the severity could lead to termination.
 - Staff using their personal cell phone, Facebook/messenger, or other avenues of social media to contact parents or taking pictures of children.
 - Disregarding job responsibilities and deadlines to use social media at work.
 - Disclosing confidential information through personal or agency accounts.
 - Directing offensive comments toward other members of the online community.