



Social Networking

Introduction:

It is important when using social networking sites such as Facebook, Twitter etc that staff, students and volunteers maintain confidentiality and ensure good practice at all times. This is to protect the children, parents and families of the setting along with the staff and students. It is also to guard the nursery's reputation and the staff, student or volunteer's own personal reputation. This policy covers all social media sites.

Procedures:

Staff, students and volunteers must act in the best interests of the children and the setting. Guidelines when using social media sites include but are not limited to, staff, students and volunteers:

- Must not mention any of the children from the nursery on their online profiles.
- Must not write direct or indirect suggestive comments about work on their online profiles.
- Must not publish photos of the children on their online profiles.
- Must not publish photos of other staff while in the nursery on their online profiles.
- Must not write anything about other staff members, children or parents on their online profiles.
- Must not use mobile phones to take photos in the nursery.
- Must not mention any of the companies that BCoT nursery works with on their online profile.
- Must maintain professional boundaries by not accepting personal invitations to be friends from parents of the nursery unless they know them in a personal capacity.
- Be cautious and mindful when accepting friend requests from colleagues.
- Set their online profiles to private so that only friends are able to see their information.
- Are responsible for adhering to the terms of service of each site they use.
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional.

- Must not display the nursery logo in their social media sites.
- Must not put the settings contact details on social media. Sign post parents/carer to the nursery web page instead.
- Must not have the nursery name anywhere in their personal profile.
- Must use social media in a professional, safe, responsible and respectful way.
- Must comply with the law.
- Must not use social media to attack, insult, abuse, defame or make negative or discriminatory comments about anyone.
- Must be mindful that everything you post online is public, even with the strictest privacy settings. You must assume that everything is permanent and may be shared.

Any breaches of this Social Networking Policy could result in disciplinary action.

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