

## **Social Networking Policy**

Social media is becoming a large part of the world we live in and we need to make sure we protect our children by having procedures in place for safe use.

### **Staff use of social media**

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery school, nursery staff, parents or children.

- When using social networking sites such as Facebook or Instagram staff must:
- Not name the setting they work at
- Not send private messages to any parents/family members
- If a parent asks questions relating to work via social networking sites, then staff should reply asking them to come into the setting or contact the manager
- Report any concerning comments or questions from parents to the manager/DSL
- Follow the staff behaviour policy
- Not post anything that could be construed to have any impact on the nursery school's reputation or relate to any children attending the nursery school in any way
- If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

### **Parents and visitors' use of social networking**

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook, Instagram and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

We ask parents **not to:**

- Screen shot or share any posts or pictures from the nursery school on social media platforms (these may contain other children in the pictures)
- Post any photographs to social media that have been supplied by the nursery with other children in them (e.g. Christmas concert photographs or photographs from an activity at nursery)

We ask parents to:

- Share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parents policy, complaints procedures and grievance policy).