

## Social Networking Policy

It is important when using social networking sites such as Facebook, that staff maintain confidentiality at all times. This is to protect the children and families attending the setting as well as the staff members themselves.

### Guidelines

Staff members should not bring the nursery into disrepute in any way, whether it is while at nursery or while away. We therefore recommend that all social networking profiles are set to the highest privacy levels. This will ensure that parents do not have access to your private information. Staff guidelines when using social media sites include but are not limited to:

- Staff must not mention any of the children from the nursery on their online profiles
- Staff must not write direct or indirect suggestive comments about work on their online profiles
- Staff must not publish photos of the children on their online profiles
- Staff must not publish photos of other staff while in the nursery on their online profiles
- Staff must not write anything about other staff members on their online profiles
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours
- Staff must not mention Little Miracles Day Nursery on any of their profiles
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery unless they know them in a personal capacity prior to the parents starting at nursery
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.
- Staff 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
- Staff will not have the nursery name anywhere in their personal profile.
- Any breaches of the Social Networking policy could result in disciplinary action.

Little Miracles Day Nursery has a Facebook page available. This is a communication tool for the setting. We will use it to:

- Promote certain events such as parent consultations, trips, social events & visitors
- Update parents on staff training & development
- Give hints and tips for activities the children have enjoyed and home learning ideas
- To give news
- To show photos of activities, trips or special events

We also want to invite your thoughts & comments.

The nursery manager is the page administrators and will update the page on a regular basis. The page administrator reserves the right to remove any comments at any time. The intent of the policy is to protect the privacy and rights of the nursery, staff & families.

We will remove any postings that

- Name specific individuals in a negative way
- Are abusive or contain inappropriate language or statements
- Use defamatory, abusive or generally negative terms about any individual
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

If you would like to report an inappropriate comment then please send an email to [littlemiraclesdaynursery@gmail.com](mailto:littlemiraclesdaynursery@gmail.com)