



Bolitho Nursery

enable · nurture · thrive

Policy 2.5.2

Social Networking

2.5.2 Social Networking

EYFS: 3.4

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

We use Facebook and our website to share pictures of the activities the children have accessed at nursery. In order to safeguard children we will:

- Ensure all children in the photographs or posts have the correct permissions in place from their parent/carer
- Not allow others to post on our Facebook page, i.e. only management can post on the page,
- Monitor comments on all posts and address any concerns immediately.

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, nursery staff, parents or children.

When using social networking sites such as Facebook or Instagram staff must:

- Staff must not write direct or indirect suggestive comments about work on their online profiles and not make comments relating to their work or post pictures in work uniform,
- Not name Bolitho Nursery as their place of work,
- 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,
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behaviour for a childcare professional. Ensure any posts reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language,
- Report any concerning comments or questions from parents to the manager/safeguarding lead,
- Follow the staff behaviour policy,
- Not post anything that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way,
- Staff must not mention any of the children from the nursery 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 referring to work practice.
- Staff must not use mobile phones to take photos in the nursery or to access social networking sites during their working hours.
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents of the nursery after the children's start date.
- Staff members are advised to set their online profiles to private so that only friends are able to see their information.

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**:

- Send friend requests to any member of nursery staff.
- Screen shot or share any posts or pictures from the nursery on social media platforms (these may contain other children in the pictures). Parents are permitted to post pictures of their own children however, no one else.
- 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 parent's policy, complaints procedures and grievance policy).
- We require parents to be respectful to the nursery business on social media not making any defamatory comments or putting the business in disrepute.

The nursery manager (including deputy) are the page administrators and will update the page on a regular basis.

The page administrators reserve 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.

This policy was adopted on	Signed on behalf of the nursery	Date for review
24th March 2020		March 2021