

Little Deers Day Nursery **Policies and Procedures**



Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

FACEBOOK AND SOCIAL NETWORKING POLICY

STATEMENT OF INTENT

There are too many sites to mention them all by name. This policy covers them all.

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

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality nursery care and education; and to protect the interests of employees and the nursery business at all times.

AIM

Social media websites such as Facebook and Twitter are all useful technologies that are now a part of everyday life. Every employee has an opportunity to express and communicate on-line in many ways, and as an employer we do not wish to discourage an on-line presence. However, everyone needs to use good judgement on what material makes its way on-line.

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore aim to protect the privacy of all children, parents and carers using our service, as well as employees, apprentices, students, volunteers, committee members and trustees. We also aim to preserve the nursery reputation and protect the wellbeing of employees.

METHODS

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 any of the companies or agencies that Little Deers Day Nursery works with on their online profile
- 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 commencing employment and the child starting at the 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 must consider their own reputation as a professional as well as the reputation of the nursery prior to posting images, videos or comments relating to any team social events
- Staff will not have the nursery name anywhere in their personal profile.

Any breaches of the Facebook & social networking policy could result in disciplinary action.

Working in Partnership with Parents:

We would like parents to work alongside the setting to maintain the privacy and security of all staff, children and volunteers.

We therefore, require that parents:

- Demonstrate courtesy and respect for staff, other parents and children when comments are placed on social networking sites.
- Use appropriate language when discussing the nursery
- Address any issues or concerns regarding the nursery directly with the manager or the child's key person
- Not to use social network sites to make derogatory comments or post photographs which could bring staff into disrepute, including making comments about children, parents and staff members.
- Not to post photographs of other people's children on social network sites without permission.
- Not to share photographs published on Tapestry, our online learning journal system, on social networking sites.

The nursery's own social media presence

Little Deers 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 and updates
- To show photos of activities, trips or special events

In order to safeguard the privacy of our children, full frontal images of children's faces will not be used.

We want to invite parent's thoughts & comments on posts and images, parents are free to share any of the nursery's posts to their own timelines to share with family and friends. Parents are also invited to review the nursery on our Facebook page, remembering that they should address any issues or concerns regarding the nursery directly with the manager or the child's key person rather than through social media.

The nursery managers (including deputies) 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 this 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 or the setting
- Do not show proper consideration for others privacy
- Breach copyright or fair use laws
- Contain any photos of children without necessary parental consent.

General guidelines for using social media

- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty and respect.
- Apply a good judgement test for every social media post you make.
- Consider your own privacy settings when posting images or videos.

If you would like to report an inappropriate comment then please send an email to kerry@littledears.org

Little Deers Day Nursery undertakes to ensure that all aspects of the nurseries policies and procedures are kept under review and that they operate in a non-discriminatory manner.

This policy was adopted by	<u>Little Deers Day Nursery</u>
In	<u>October 2016</u>
Date to be reviewed	<u>October 2017</u>
Signed by setting manager	<u><i>K Griffiths</i></u>
Name of signatory	<u>Kerry Griffiths</u>
Signed on behalf of the provider/committee	<u><i>C Gilbert-Norton</i></u>
Name of signatory	<u>Chris Gilbert-Norton</u>
Role of signatory (e.g. chair, director or owner)	<u>Chair Person</u>