



SOCIAL NETWORKING POLICY

It is important that staff ensure proper practice when using the internet including social networking sites. This is to protect the children, parents and other staff in the nursery. It is also to guard the nursery and your personal reputation.

Sunny Beach Day Nursery policy states that staff members are allowed to use any social networking site as long as they follow these guidelines regarding the impact social networking has on the nursery. Failure to comply with the above is an invasion of privacy and may infringe Confidentiality Policy. The guidelines include but are not limited to:

- Staff must not publicly mention any of the children from the nursery on their online profiles;
- Staff must avoid writing indirect suggestive comments about the nursery on their social networking sites e.g. "I've had a bad day at work";
- Staff must not publish photos of the children on their online profiles;
- Staff must not publish photos of other staff in the nursery on their online profiles;
- Staff must not publicly write anything about other staff members on their social networking sites;

- Staff must not use their mobile phones to take photos or go on social networking sites whilst in the nursery;
- Staff must not mention any of the companies that nursery works with on their social networking site;
- In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents or carers that use the nursery unless they know them in a personal capacity.

Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy.

Please be aware that serious breach of the Social Networking policy could result in disciplinary action.

Date of policy.....

Signed.....

Review of Policy.....