Social Networking Policy

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| EYFS: 3.1-3.8 |

Social media is a large part of the world we live in and as such at **Dickory Dock Nursery** we need to make sure we protect our children and staff by having procedures in place to ensure the safe use.

In the event of using \*Facebook / \*Twitter / \*Instagram and other social / internet based platforms to share posts, these could be to share experiences / activities / news & activities the children have accessed whilst at nursery, as well as to post updates/reminders and links to best practice.

In order to safeguard children we ensure:

* We have prior written permission in place from parents / carers before posting any images of children
* Do not allow others to post on our social media pages, i.e. designated person/ management can post on the page
* We have a closed page which only parents / family / carers who have been invited to join the group can view and comment on the posts
* Have separate permission to use any images for any open public pages that we use for marketing purposes, or the company which offer outside experiences will have their own permission forms for parents
* We monitor comments on all posts and address any concerns immediately.
* We follow this is ensure staff are safe and protected in relation to the safeguarding policy

**Staff use of social media**

We require our staff to be responsible and professional in their use of social networking sites, pages and their own profiles.

You are a representation of the nursery at all times.

In relation to any connection to the nursery, nursery staff, parents or children, staff must not have their place work displayed on their profiles nor add parents as friends. Unless they are long term friend/family then you must not discuss work related matters as you are representing the nursery setting, Confidentiality and GDPR must be followed.

* When using social networking sites such as Facebook or Instagram we ask staff:
  + Not to name the setting they work at
  + Not to make comments relating to their work or post pictures in work uniform
  + Not to send private messages to any parent’s/family members regarding work
  + Direct any parent questions relating to work via social networking sites, to the manager do not tag. You must send/ sign post to the email dickorydocknursery@gmail.com
  + Ensure any posts you post reflect their professional role in the community (e.g. no inappropriate social event photos or inappropriate comments i.e. foul language, inappropriate images, hidden memes derogatory comments or insults. – even if your profile is secured etc this is the code and conduct of the staff members behaviour
  + 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
  + To follow this in conjunction with the whistle blowing policy.
  + When in Nursery uniform, All actions should be Professional.
* If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

*\*Nursery settings are advised at their discretion to decide if staff and parents can connect on social media and should update the procedures based on this decision.*

All electronic communications between staff and parents should be professional and take place via the official nursery communication channels, e.g. work emails and phone numbers. This is to protect staff, children and parents.

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)
* 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).
* On online platform is protected to not allow parents to download photos for their profiles, we also ask all parent not to share any information or photos on any social media sites.

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).

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *25th April 2022* |  |  |