



## **High Legh Preschool Nursery - Facebook and Social Networking Policy**

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 always maintain confidentiality and ensure proper practice. 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.

Staff must act in the best interests of the children & the setting. 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 on-line profiles
- Staff must not write direct or indirect suggestive comments about work on their on-line profiles
- Staff must not publish photos of the children on their on-line profiles under any circumstances
- Staff must not publish photos of other staff while in the nursery on their on-line profiles
- Staff must not write anything about other staff members on their on-line profiles
- Staff members must not disclose any information that is confidential to the setting or disclose any personal data or information about staff or children and their families which could be in breach of the General Data Protection Regulations.
- Staff must not use personal 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 that High Legh Preschool Nursery works with on their on-line profile
- In order to maintain professional boundaries staff are strongly advised not to accept personal invitations to be friends from family members of children who attend the setting or former attendees. Instead parents should be signposted to 'like' the official Facebook page.
- High Legh is a small community and should staff be friends with people in a personal capacity who subsequently become family members of children at the nursery they should declare this to the Designated Safeguarding Officer and Nursery Manager.
- Be cautious & mindful when accepting friend requests from colleagues.
- Staff members are advised to set their on-line profiles to private so that only friends can 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
- The nursery logo must not be used in social media apart from the official Facebook page.
- 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.
- Staff must use social media in a professional, safe, responsible & respectful way. You must comply with the law.
- Staff must not use social media to make what could reasonably be perceived as abuse, defamatory, undermining, negative or discriminatory comments about anyone or post anything that could bring the setting into disrepute.
- Staff must be mindful that everything you post on-line is public, even with the strictest privacy settings. You must assume that everything is permanent & may be shared.

In the event of this policy not being followed or if any instances of inappropriate use of social networking are brought to the attention of the setting, these may be investigated under the settings disciplinary procedure and depending on the seriousness of the matter, disciplinary action may be taken which may result in dismissal. A serious breach of policy may be regarded as gross misconduct, leading to dismissal.

Instances of on-line bullying and harassment will be regarded as a serious matter and will be dealt with under the settings Disciplinary Policy.

Any member of staff who is being bullied or harassed on-line or is subject of inappropriate messages or false allegations should report this to their line manager or the Designated Safeguarding lead for the setting.

High Legh Preschool 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.

For the protection of the children we will follow the guidelines below:

- Children will not be identifiable on images posted online unless express permission has been sought from the parents first.

- If an image of a child is used, we will not name the child.
- If a child's name is used, we will not use an image.
- In these circumstances only a child's first name would be used
- Images taken on the settings mobile phone camera for the purpose of posting online will be deleted as soon as they are posted.
- Images of children on camera will be stored as set out in our mobile and camera policy

The Nursery Managers 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.

Parents and third parties involved in the setting are encouraged to:

- Raise any concern where it is believed a member of staff within the setting is not acting in accordance with this policy with the manager of the setting or the designated safeguarding officer.
- If you would like to report an inappropriate comment then please send an email to [nursery.highlegh@gmail.com](mailto:nursery.highlegh@gmail.com)