

SOCIAL NETWORKING POLICY

Staff

- Whilst the right to privacy is respected, the purpose of this policy is to remind employees, volunteers and students, that they have a duty to their employer, the parents and their colleagues to maintain professional standards, not only during work hours but also outside of this, if what they say, do or write may have an impact on their workplace.
- The right to a private life is respected providing it does not impact the reputation of the setting or its employees. Employees must take care to ensure that the reputation of the setting and staff are not harmed by employees' words e.g. comments about their working day or workplace or actions when using the internet websites or chat forums e.g. face book etc. especially between Sunday and Thursday.
- The nursery is not to be named.
- The employer may take disciplinary action if employees are found to be engaging in inappropriate conduct in breach of this policy, even if such activity is engaged outside working hours. This may have an impact on your future employment.
- Occasionally social networking sites can be used as a way of releasing frustration, employees must avoid posting anything without consideration which may undermine the setting or create a poor impression. Any member of staff who sees another colleague stating anything on chat forums such as Facebook that is of detriment to the setting must report this to the Manager. There will be no repercussions from this (Whistle Blowing Policy).
- Post only information that you are comfortable with others seeing, or that you would be happy to say to someone face to face. Many people can see your page which may include future employers and parents.
- We are pleased to take care of your children and we enjoy our daily conversations with you all, but every family needs to be confident that we draw a clear line between work and our professional life. Like many other setting we have talked about the implications of social networking sites and have decided that staff should not become online friends with parents so that professional boundaries are maintained. (e.g. Facebook)
- Photographs of yourself in your work uniform for any occasion are not to be displayed on the internet (Facebook etc.). Also any photographs of the children in the nursery. You have a commitment to Safeguard the children

Parents

- Parents will be asked not to befriend members of staff on internet sites (Facebook etc).
- Parents will raise concerns regarding the setting or staff via the correct channels NOT using a social networking site.
- Parents are to report any negative postings from staff to the Manager/Deputy
- Parents/Visitors are not allowed to use their mobile phones beyond the security door.