

Issue 3

Review Date: May 2023

**Social Network and Personal Internet Presence Policy**

Introduction

Social networking sites such as facebook, twitter, Instagram, Tik Tok, snapchat and posting material, images or comments on sites such as You Tube can have a negative effect on an organisations reputation or image. In addition Kaleidoscope Nursery has a firm commitment to safeguarding children in all aspects of its work. This policy sets out the code of conduct that we expect of all members of staff, students and volunteers with respect to their responsibilities in connection with the use of social networking sites.

Principles

 \* Everyone at Kaleidoscope has a responsibility to ensure that they protect the reputation of the nursery, and to treat colleagues and clients with professionalism and respect.

 \* It is important to protect everyone from allegations and misinterpretations which can arise from the use of social networking sites

 \* Safeguarding children is a key responsibility of all members of staff and it is essential that everyone at Kaleidoscope considers this and acts responsibly if they are using social networking sites. Anyone working in nursery either as staff or volunteer must not communicate with parents or children via social networking

 \* This policy relates to social networking outside work. Blogging and accessing social network sites at work is not permitted.

Aims

 \* To set out principles and code of conduct of all staff members, volunteers and students at Kaleidoscope with respect to social networking.

 \* To further safeguard and protect children and staff

Relevant Technologies

This policy includes (but is not limited to) the following:

Personal blogs, twitter, facebook, snapchat, Tik Tok Instagram, personal websites etc

Code of conduct

The following are **Not considered acceptable** at Kaleidoscope Nursery

 \* The use of the nurseries name, logo or any other published material

 \* The posting of any communication or images which links the nursery to any form of illegal conduct or which may damage the reputation of the nursery

 \*The disclosure of confidential or business sensitive information i.e strategic decisions, lay offs, reduction of working hours is deemed inappropriate and unco-ordinated public exchange is forbidden

 \*The posting of any images of children, parents, or other professionals whilst engaged in nursery activities

 \*No comments to be made in reference to any children, parents, students or other professionals that employees may come into contact with

 \*At no time must any photos or materials be published that identify the setting or children, pictures of other staff may be used with the permission of the staff members concerned

 \* No comments that breach confidentiality or are of a detrimental nature to the company, there will be no derogatory, rude, threatening or inappropriate comments about the nursery or anyone connected with it.

Conclusion

Remember these sites are not always private – often there is wide access. Ensure that your privacy settings are set to private. Do not say anything that you would not say in public. This is very important as there have been cases across the country where people have been found to be showing “poor judgement” in relation to professional conduct and/or safeguarding.

Violation of this policy will be fully investigated. Printed out comments/remarks are treated as admissible evidence. Where it is found that there has been a breach of this policy this may result in action being taken under the Disciplinary Procedure up to and including termination of employment.

Kaleidoscope Nursery Facebook

To keep up to date with modern technology and to communicate in a more effective and environmentally friendly manner, we have set up a Facebook page. This is a page where staff can update parents on learning goals, themes, as well as the curriculum and advertising nursery events and keeping parents updated with newsletters etc. This is a closed group and is only for current children’s parents. Once the child has left nursery, the parents will be deleted from the group. Permission is required for parents to join the group and also to post into the group.