Easebourne Nursery

Social Networking Policy and Procedures

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SOCIAL NETWORKING POLICY and PROCEDURES

Easebourne Nursery realises that social networking has now become an integral part of everyday life and that many people enjoy membership of sites such as Facebook or Instagram. However, these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone using these sites.

When using social networking sites staff, students and visitors should give due regard to the following:

- personal blogs should have a clear message that the views expressed by the writer is theirs alone and do not represent the views of Easebourne Nursery.
- information written in personal blogs and social networking sites must comply with the setting's Confidentiality policy.

All staff, visitors and students must be respectful to Easebourne Nursery, other staff members, parents and relatives, children, partners and other nurseries.

Any social networking activity must not interfere with work commitments and should not be accessed while in working hours.

Staff will be aware that they are advertising Easebourne Nursery and their online presence reflects on the setting. Staff will also be made aware that any images, posts or comments can reflect on the setting.

No reference should be made about the children and their families on a social networking site without their express consent.

The Easebourne Nursery logo may not be used without written consent.

Any employee, or parent/guardian, who becomes aware of social networking activity that would be deemed distasteful, will inform the Nursery Manager immediately.

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