

Reviewed: February 2023
Next Review Date: February 2024



Social Networking Policy



Social Networking Policy

Little Acorns Nursery realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However we are also aware that 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 when using these sites.

The following policy has been designed to give staff members clear guidelines as to what we at Little Acorns Nursery expect of our staff when accessing these sites. This policy applies to **all** social networking sites accessed by employees.

The nursery has a high reputation to upkeep and comments made on sites such as 'Facebook', and Twitter could have an impact on how parents using the nursery view the staff.

- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery. We expect our employees to use social networks responsibly - not gossip about work, talk about individual children or post anything that could put them in a bad light.
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times
- Remember at all times in or out of working hours you are an ambassador for Little Acorns Nursery, your online presence reflects on the setting. Be aware that your actions captured via images, posts or comments can reflect on our setting.

If any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.