



Safeguarding Children

Social Networking

Policy Statement

Social media, professional networking sites, rapid fire communications, blog sites and personal web sites are all useful technologies. Ivy League Day Nursery recognises this fact. Every member of staff has the right to express themselves and communicate on line in many ways and we do not wish to discourage an online presence. Above all else, everyone needs to use sound judgement on what material makes its way online.

Procedures

- This policy includes, but is not limited to, the following specific technologies:
 - Personal Blogs
 - Facebook
 - Twitter
 - MySpace
 - Personal Web Sites
 - Professional Web Sites
- Any material presented online in reference to the nursery by a member of staff is the responsibility of the poster. At no times should any posts be made in reference to children, parents or other professionals with whom staff may come into contact with during the course of their work.
- At no times must any photographs or materials be published that identify the setting or children, regardless of whether parental consent has been obtained. Photographs or other media may only be used in accordance with our 'Photographs and Videos' Policy.
- Any member of staff found to be posting remarks or comments that breach confidentiality and/or are deemed to be of a detrimental nature to the setting, other staff members, children or their families, without permission, may face disciplinary action in line with the disciplinary procedures.
- Staff members are required to give due regard to the following guidelines:
 - No information that is sent over the web is totally secure and as such, if you do not wish the information to be made public, you are advised from sending it over a social network site.
 - Even though you may think you are anonymous, or use an alias, you may still be recognised.



- Professionalism, honesty and respect must be maintained at all times.
- Apply a 'good judgement' test for every activity related to the nursery. Could you be guilty of leaking information or discussing confidential information? Activity showing 'good judgement' would include statements of fact about the nursery, and its products/services, or facts about already public information.
- Staff are required to bring to the attention of the nursery manager or director, any awareness of a social networking activity that may be deemed distasteful, in breach of confidentiality or as a failure of the 'good judgement' test.
- Staff are discouraged from adding parents/carers as contacts on social networking sites.
- The use of nursery assets, for example computers, internet access and email, is intended for purposes relevant to the responsibilities assigned to each member of staff. Social networking sites are not deemed a requirement for any position within the nursery.
- Any online communication regarding proprietary information such as redundancies, strategic decisions or reductions to working/operational hours is deemed inappropriate for exchange over the internet and is therefore forbidden.
- Staff who do not comply with the procedures given within this statement, may face disciplinary action.

This policy was adopted on: _____

Date to be Reviewed: _____

Signed on behalf of Ivy League Day Nursery: _____

Name of Signatory: _____

Role of Signatory: _____