



Social Networking & the Internet

AIMS

- *To ensure the safety of the children*
- *To meet data protection requirements*
- *To ensure staff conduct themselves in a professional manor*

It is important that staff ensure proper practice when using the Internet including social networking sites. This is to protect the children, parents and other staff in the Nursery as well as to safeguard the Nursery and your personal reputation.

Staff members are allowed to use Social Networking sites as long as they follow these guidelines regarding the impact that social networking has on the Nursery. Failure to comply is an invasion of privacy and may infringe confidentiality. These guidelines include but are not limited:

- In order to maintain professional boundaries staff must not add or accept parents or carers as friends on Social networking sites unless they know them in a personal capacity
- Staff must not post anything onto social networking sites that could be construed to have any impact on the Nursery's reputation.
- Staff must not publicly mention any of the children from the Nursery
- Staff must avoid writing indirect suggestive comments about the Nursery on their social networking site, for example 'I had a bad day at work today'
- Staff must not publish photos, information, details, names or work of the children on their online profiles.
- Staff must not publish photos of other staff members or write anything publicly on their online profile without their prior consent.

Staff are advised to:

- Set their profiles to private so that only friends are able to see their information
- Refrain from declaring that they work with children as this could make them a target for people that groom individuals. This can help to prevent any accidental breaches to this policy.

General use of the Internet

Staff are not permitted to use the Nursery laptop for internet use unless supervised by the Nursery manager or deputy and only for work purposes.

For Internet use outside of the Nursery staff must not discuss or mention the Nursery, staff, children or parents on any internet sites, forums or via email.

Please be aware that breach of the Social networking & Internet policy could result in disciplinary action.