

Chard NNI & Schools Out



Social media

Introduction

Our setting is aware and acknowledges that increasing numbers of adults and children are using social networking sites.

The widespread availability and use of social networking application bring opportunities to understand, engage and communicate with audiences in new ways. It is important that we are able to use these technologies and services effectively and flexibly. However, it is also important to ensure that we balance this with our reputation. This policy and associated guidance is to protect staff and advises the management team on how to deal with potential inappropriate use of social networking sites.

Guidelines

Employees are encouraged to use the following guidelines in social networking practices:

Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it over a social network site.

Even though you may think you are anonymous or use an alias you may be recognised. Maintain professionalism, honesty, and respect.

Further, if any employee becomes aware of social networking activity that would be deemed distasteful, please contact your Manager / Chair of the Committee.

This social networking policy applies to our members of staff, students and volunteers at our setting and sets out guidelines that should be followed for all on-line communications.

Whilst social media, professional networking sites and personal web sites are all useful technologies, every employee needs to use good judgement about what makes its way on-line.

Relevant technologies

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

- Personal blogs/ websites
- Discussion forums
- Twitter
- Face book
- Instagram
- Snapchat
- youtube

Procedures

Staff, students and volunteers using social networking sites must:

- Refrain from divulging any information about children and parents within the setting.
- Refrain from making comments that may be seen as detrimental to the reputation of the nursery.
- Maintain professionalism at all times when posting on their wall/Blog.
- Ensure that photographs or materials published on social networking sites do not identify the nursery, its staff or children and their families.

Disciplinary action

Any member of staff, student or volunteer found to be posting remarks, comments or inappropriate images that may breach confidentiality and or are deemed to be of a detrimental nature to The Nursery may face disciplinary action that may result in dismissal. If a member of staff becomes aware of any social networking activity that identifies The Nursery, staff children or families in a detrimental way they should notify the Nursery Manager immediately.